

**PAYMENT REPORT SCREENING/PROCESSING CHECKLIST**

Contract # \_\_\_\_\_

**SCREENING**

	PR # is in sequence (if NO then reject)
	Contract # is correct
	Prime Consultant's name is correct
	Month Ending is in sequence (if No then reject)
	"Vendor Code IV/PZ000000000" is listed
	One PR per month is received, unless exceptions noted
	PR is signed by consultant (if NO then reject)
	PR is signed by PM (if NO then reject)
	BU provided (if NO then reject)
	BU is for 1 month period (if NO then reject)
	Receipts do not contain Alcohol (if YES then reject)
	Log PR into eCMS (x.xx; ME xx/xx/xx)
	File in cabinet
	<b>PROCESSING</b>
	Prime Consultant Name matches eCMS
	NTP & Completion Dates match eCMS
	Contract Amounts are correct for the current PR date
	PO Line Numbers are correct
	Task Order Numbers are correct <input type="checkbox"/> N/A
	Project Numbers are correct
	Previous, Current Billed & Total Amounts are correct
	Overhead is correct <input type="checkbox"/> N/A
	Direct Expenses are allowed <input type="checkbox"/> N/A
	Progress Report/Billing Summary included
	ECS Travel form included <input type="checkbox"/> N/A
	Receipts/Invoices included <input type="checkbox"/> N/A
	AFIS Funds are available
	<b>PM'S</b>
	Project Number is correct
	Task Order Number is correct <input type="checkbox"/> N/A
	Task Order PM/RE Approval obtained <input type="checkbox"/> N/A
	Progress Report reviewed
	Funds Available

NOTE: This document is provided as a guideline and is not intended to be an all-inclusive checklist as specific contracts may vary. Please contact ECS to discuss specific contracts.