



PROJECT SPONSOR CHECKLIST

Procurement

ADOT Contract#:	ADOT Project #:	Federal Project #:
Purchase Order #:		Date:
Project Sponsor:		Phone:
Name:		Email:
Project Status: <input type="checkbox"/> Progress Report <input type="checkbox"/> Final Report		% Complete:
Contract Administration Task	Date Completed	Comments
Submit the draft Purchase Order (PO) for review and approval by the ADOT PM. Once approved, submit final PO to the contractor and forward a copy to the ADOT PM.		
Enter contract and payments into: https://arizonalpa.dbesystem.com/		
Complete evaluation of materials and shipping documentation and accept delivery.		
Forward copies of all shipping and acceptance documentation to the ADOT PM and District Construction Office (RE).		
Contact District Construction Office (RE) to schedule pre-inspection of materials received at the yard.		
Review and approve Traffic Control Plan, in accordance with Part 6 of the MUTCD.		
Prior to installation, submit the approved traffic control plan to District Construction (RE).		
Develop a schedule and process to track installation of all materials, including date of installation and location. Submit process to District Construction Office (RE) for review and approval.		
Receive invoice and reconcile to materials received and correct pricing, applicable taxes and issued payment to contractor. Forward copies of the invoice, reconciliation, and materials certification, and confirmation of payment to District Construction Office (RE).		
If Project Sponsor is a CA Agency or local agency who is installing materials <i>without</i> a contractor; local sponsor will within 30 days, prepare and submit the ADOT Payment Request Form to ADOT PM for reimbursement of up to 80% of allocated funds.		
Complete installation. Track installation per approved process.		
Request post installation inspection/verification from District Construction Office.		



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Submit an ADOT Payment Request Form to the ADOT PM for the remaining reimbursable balance of allocated federal funding.		
Initiate project closeout and submit the Local Public Agency checklist and Project Closeout Letter to ADOT PM.		
By completing and signing this checklist you are stating that, to the best of your knowledge, the above referenced project is complete and all contractual requirements were met.		
Signature _____	Date _____	