

8/2025

## NCDOT Utility Pre-Agreement Checklist

The following requirements are for the Pre-Agreement “submitter” to follow when entering a Pre-Agreement in the UAMS system.

*\*Note: This checklist accounts for the steps required for a Pre-Agreement and Agreement approval\**

Workflow Sequence: Submitter (L1 – L3), Central Utilities Area Coordination staff reviews (L4), Central Utilities Business Officer (L5), Contract Management (CM), Submitter Agreement Created (L7).

*\*If any of the below items are not included with pre-agreement submittal, one of the reviewers will return it for correction\**

### **PRE-AGREEMENT CHECKLIST**

- ☐ **Funding Available**  
Check SAP/Funding Expense Summary (ZPSR01) to make sure the “Unexpended Balance” will support the Agreement amount.
- ☐ **Correct BP (Business Partner) number and BP Utility ID on attached Agreement**  
BP number must be correct and the name on attached Agreement must match the Utility ID/Name in UAMS.  
( Consult Central Utilities for the latest BP list)
- ☐ **Correct WBS number**  
The WBS number on the Agreement must match the WBS number on the Pre-Agreement Request Form of UAMS.
- ☐ **Correct Cost**  
The cost on the Agreement must match the cost on the Pre-Agreement Request Form of UAMS.
- ☐ **Correct Dates**  
The date on the Authorization Letter must be the same date or a date after the date on the Agreement.
- ☐ **Cost Estimate**  
There should be appropriate, itemized cost breakdown provided that will back-up the Agreement cost.
- ☐ **Pre-Agreement Number**  
Pre-Agreement Number should be added to the attached Agreement document (generated after L1 approval).

### **ATTACHMENTS**

- ☐ **Authorization Letter (Assure correct letterhead, names and other basic formatting)**
- ☐ **Signed Agreement (Assure necessary portions are filled out correctly)**
- ☐ **Cost Estimate/Breakdown (Review any added contingency for validity)**
- ☐ **Chief’s Requisition Request Approval**
- ☐ **Utility Reimbursement Justification Memo**

**All items on this checklist have been included (initial below).**

Utility Coordinator: \_\_\_\_\_

Central Utilities Regional Coordinator: \_\_\_\_\_