Naming Convention: GEU Manual Section 9.2.6

Initial Submittal

* TIP\_GEO\_Project Type\_Invoice Number\_Firm Name\_Project ID.pdf
* TIP\_GEO\_Project Type\_Invoice Number\_Firm Name\_Project ID.xlsx

Revised Submittal

* TIP\_GEO\_Project Type\_Invoice Number\_Firm Name\_REVX\_Project ID.pdf
* TIP\_GEO\_Project Type\_Invoice Number\_Firm Name\_REVX\_Project ID.xlsx

Note: • REVX: “REV” indicates revised; “X” indicates chronicle order of the revision

| **Item #** | | **Review Item** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- | --- |
|  | **File Naming** | |  |  |  |
|  | Spreadsheet and PDF are correctly named? | |  |  |  |
|  | **Invoice Cover Sheet** | |  |  |  |
|  | Firm’s Name, Firm’s Vendor Number, Contract #, PO Number, Project ID, TIP Number, WBS Element, DOT Project Manager, and Invoice Type are auto filled from Geotech’s internal project database are correct? | |  |  |  |
|  | Firm’s invoice number matches the invoice number on Firm’s invoice sheet on page 3? | |  |  |  |
|  | Final invoice selection correct? | |  |  |  |
|  | Invoice Date matches the invoice date on the Firm’s individual invoice on page 3? | |  |  |  |
|  | Total Invoice Amount is populated from the PO Balance? | |  |  |  |
|  | **DBE-IS Sheet** | |  |  |  |
|  | Firm Invoice Number Reference is populated correctly from the invoice cover sheet? | |  |  |  |
|  | NCDOT PO, Contract Number, WBS Element, and TIP Number are auto filled from Geotech’s internal project database correctly? | |  |  |  |
|  | Date of Invoice is populated correctly from the Invoice Cover Sheet? | |  |  |  |
|  | The DBE-IS form is signed? | |  |  |  |
|  | Invoice Line Item Reference correct? | |  |  |  |
|  | Payer Name completed? | |  |  |  |
|  | Payer Federal Tax ID/Vendor Number correct? | |  |  |  |
|  | Subcontractor/Subconsultant/Material Supplier Name(s) correct? | |  |  |  |
|  | Subcontractor/Subconsultant/Material Supplier Federal Tax ID(s) correct? | |  |  |  |
|  | Amount Paid to Subcontractor/Subconsultant/Material Supplier This Invoice correct? | |  |  |  |
|  | Date Paid to Subcontractor/Subconsultant/Material Supplier This Invoice correct? | |  |  |  |
|  | Name is provided in print for person who signed DBE-IS form? | |  |  |  |
|  | Title is provided for person who signed DBE-IS form? | |  |  |  |
|  | Date is provided with signature? | |  |  |  |
|  | **Remit To Placeholder / Firm Invoice** | |  |  |  |
|  | Insert a Company invoice on letter head with the following: | |  |  |  |
|  | Does the company name match what is listed in NCDOT Directory of Firms? | |  |  |  |
|  | Project information is provided? | |  |  |  |
|  | A brief description of services is provided? | |  |  |  |
|  | A unique invoice number with no more than 16 characters is utilized? | |  |  |  |
|  | Payment amount is provided? | |  |  |  |
|  | Invoice date is provided and matches cover sheet? | |  |  |  |
|  | Remit to address is provided? | |  |  |  |
|  | Remit to address matches Consultant Rate Schedule (CRS) address for firm? | |  |  |  |
|  | **PO Balance Tab** | |  |  |  |
|  | Firm, TIP Number, and PO are auto filled by Geotech’s internal project database are correct? | |  |  |  |
|  | Previous invoice information is correct (invoice number and amount) | |  |  |  |
|  | Is the Current Invoice filled out with: | |  |  |  |
|  | Invoice number? | |  |  |  |
|  | Invoice date? | |  |  |  |
|  | Invoice total? | |  |  |  |
|  | Fee amount? | |  |  |  |
|  | Total, Approved, Amount Remaining and % Used are populated by other cells or calculated correctly | |  |  |  |
|  | **Labor Summary** | |  |  |  |
|  | Firm, TIP Number, and PO auto filled by Geotech’s internal project database are correct? | |  |  |  |
|  | Are the following populated: | |  |  |  |
| 6.2.1 | Overhead rate when work occurred? | |  |  |  |
| 6.2.2 | Cost of Capital rate when work occurred? | |  |  |  |
| 6.2.3 | Employee Name(s) that worked on the project during the billing period. | |  |  |  |
| 6.2.4 | Position of Employee. | |  |  |  |
| 6.2.5 | Labor task outlined from the proposal. | |  |  |  |
| 6.2.6 | Hourly rates are entered and correct for when work occurred? | |  |  |  |
| 6.2.7 | Number of Hours Worked for the Labor task. | |  |  |  |
| 6.2.8 | Position total is automatically calculated utilizing the previous information? | |  |  |  |
|  | **Lodging** | |  |  |  |
| 7.1 | Firm, TIP Number, and PO auto filled by Geotech’s internal project database are correct? | |  |  |  |
| 7.2 | Employee name entered? | |  |  |  |
| 7.3 | Date lodging was needed entered? | |  |  |  |
| 7.4 | Lodging cost and taxes are entered correctly based on supporting receipts? | |  |  |  |
| 7.5 | Prorated charges auto-calculated? | |  |  |  |
| 7.6 | The total auto calculated? | |  |  |  |
| 7.7 | The total at the bottom of the page auto calculated? | |  |  |  |
|  | **Per Diem Summary** | |  |  |  |
| 8.1 | Firm, TIP Number, and PO auto filled by Geotech’s internal project database are correct? | |  |  |  |
| 8.2 | Breakfast, lunch, and dinner rates are correct for when work occured? | |  |  |  |
| 8.3 | Employee name entered? | |  |  |  |
| 8.4 | Date and time the per diem starts entered? | |  |  |  |
| 8.5 | Date and time the per diem stops entered? | |  |  |  |
| 8.7 | The meal allowance auto calculated? | |  |  |  |
| 8.8 | The total at the bottom of the page auto calculated? | |  |  |  |
|  | **Geotechnical Field Costs** | |  |  |  |
| 9.1 | Mobilization and Travel: | |  |  |  |
| 9.1.1 | Are the quantities for each item utilized on the project entered? | |  |  |  |
| 9.1.2 | Do the quantities entered match the backup documentation? | |  |  |  |
| 9.2 | For each drilling method used to advance explorations: | |  |  |  |
| 9.2.1 | Quantity for each footage item used to advance explorations on the project? | |  |  |  |
| 9.2.2 | Do the quantities entered match the attached bore logs? | |  |  |  |
| 9.3 | Pavement Design Investigation: | |  |  |  |
| 9.3.1 | Quantity of days/nights worked on the project entered? | |  |  |  |
| 9.3.2 | Do the quantities match the Daily Activity Logs? | |  |  |  |
| 9.4 | Investigation Equipment: | |  |  |  |
| 9.4.1 | Quantity for each item utilized on the project entered? | |  |  |  |
| 9.4.2 | Do the quantities entered match the backup documentation? | |  |  |  |
| 9.5 | Testing Equipment: | |  |  |  |
| 9.5.1 | Quantity for each item utilized on the project entered? | |  |  |  |
| 9.5.2 | Do the quantities entered match the backup documentation? | |  |  |  |
| 9.6 | GeoEnvironmental: | |  |  |  |
| 9.6.1 | Number of days for each item utilized on the project entered? | |  |  |  |
| 9.6.2 | Do the quantities entered match the backup documentation? | |  |  |  |
| 9.7 | Laboratory Testing: | |  |  |  |
| 9.7.1 | Quantity for each test performed for the project entered? | |  |  |  |
| 9.7.2 | Do the quantities entered match the backup documentation? | |  |  |  |
| 9.8 | Subconsultants/Subcontractors: | |  |  |  |
| 9.8.1 | Lump Sum (LS) amount(s) for each invoice from a subconsultant or subcontractor that provide services on the project entered? | |  |  |  |
| 9.8.2 | Do the quantities entered match the backup documentation? | |  |  |  |
| 9.9 | Miscellaneous | |  |  |  |
| 9.9.1 | Description, quantity of items, and a rate for items like certified mail, material utilized on the project, etc. entered? | |  |  |  |
| 9.9.2 | Do the quantities entered match the backup documentation? | |  |  |  |
|  | **Back-up documentation** | |  |  |  |
|  | Personnel time sheets or Project Detail Billing Report included? | |  |  |  |
|  | Mileage logs for each vehicle used on the project where mileage charges or rental fees are being invoiced included? | |  |  |  |
|  | Lodging receipts included? | |  |  |  |
|  | Subcontractor invoices included? | |  |  |  |
|  | Daily Activity Logs for period being invoiced included? | |  |  |  |
|  | Bore logs for period being invoiced included? | |  |  |  |

*For items marked* ***No****, provide comments or action items in the table below.*

| **Item #** | **Comments and Action Items** |
| --- | --- |
| Click to edit. | Click to edit. |

|  |  |  |  |
| --- | --- | --- | --- |
| **This checklist may not be comprehensive to every project. All items may not be applicable for smaller projects. It is the responsibility of the reviewer to ensure that all necessary information has been provided and an adequate review performed.** | | | |
| **QC Reviewer Name:** | | Click to edit. | **Date:** | Click to edit. |
| **QC Reviewer (Signature):** | |  |  |  |