

## **FINAL INVOICE CHECKLIST**

Excerpt from Construction Chapter of LPA Manual;

### **Final Payment And Release**

The final report shall be certified by the CPE stating that the project was developed and delivered in compliance with the terms, conditions and requirements of the project agreement with his/her Professional Engineer's seal and signature. Once submitted, the final package is audited and approved for payment. Items that should be provided in the final report are as followed:

- Final invoice which reconciles payment to final quantities;
- Final Inspection Report (C-85);
- Waiver of Liens;
- Certification of Payroll Affidavit;
- Affidavit as to Non-Specification Materials (when applicable);
- Receiving ticket for Salvaged Materials (when applicable);
- FHWA Form 47; and
- Affidavit of Subcontractor Payment.

The LPA shall issue final payment and release the contractor from further responsibility.

### **Checklist:**

- Final Report - Stamped by PE
  - Summary of Invoices and Change Orders
- Final Invoice – Initialed as final with three(3) copies of back-up documentation
- C-85 – Final Inspection report completed by ODOT after Final Inspection & acceptance of project by ODOT. This form is not required to be submitted by the LPA since ODOT completes this form.
- Waiver of Liens – Prime & Subs
- Statement of Compliance for Prevailing Wage Rates – Prime & Subs
- Certification of Materials – Statement of Material compliance & disposition of unapproved materials. Example ODOT forms TE204 & TE206.
- Receiving Tickets for salvaged material (when applicable)
- FHWA PR-47 – applies to projects over \$1,000,000.00
- DBE Affidavit(s) – Affidavit of payment to DBE Subcontractor(s).