

The City of Oklahoma City Trust

UNIFORM VOUCHER and INVOICE for
CONSTRUCTION SERVICES

CONTRACTOR

Name _____
 Remit Address _____
 City _____ State _____ Zip _____
 Tax ID Number _____
 Project No. _____ Title: _____
 Location: _____
 Supervisory Architectural and/or Engineering Firm: _____

THIS SPACE FOR CITY / TRUST USE

Vendor No. _____
 PO No. _____ RC No. _____
 Final Payment: Yes _____ No _____
 Final Acceptance Date: _____

Invoice Number: _____
 Date of Invoice: _____
 For Services From: _____
 For Services To: _____
 Payment Application No. _____
 Contract No. _____

CONTRACTOR'S INVOICE

Prior Retainage to Date:\$	Prior Payments to Date:\$
1. Original Contract Sum	\$ _____
2. Net Change	\$ _____
3. Contract Sum to Date (Lines 1 and 2)	\$ _____
4. Total completed and Stored to Date *	\$ _____
5. Completed & Stored this Claim	\$ _____
6. Monthly Retainage.....% of line 5	\$ _____
7. Current Payment Due **	\$ _____

* Attach supporting detail ** CURRENT PAYMENT DUE equals line 5 minus line 6

AMENDMENT / CHANGE ORDER SUMMARY

No. / Date	Additions	Deletions
	+	()
	+	()
	+	()
	+	()
	+	()
	+	()
	+	()
	+	()
TOTAL	+	()

Net Change (Enter Amount Here and Line 2)\$ _____

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor, of lawful age, being first sworn, on oath, certifies that this invoice is true and correct. Affiant further states that the work, services and/or materials as shown by this invoice have been completed or supplied in accordance with the Contract Documents, orders or requests furnished the Affiant. Affiant further states that (s)he has made no payment, nor given or agreed to pay or give, directly or indirectly, to any elected official, officer, or employee of the City of Oklahoma City, the Trust or the I-89 School District to which this invoice is submitted, of money or any other thing of value to obtain payment of this invoice or procure the contract pursuant to which this invoice is required.

By: _____
 Subscribed and sworn to before me this _____ day of _____ 20____
 Notary Public _____
 Commission # / Expiration: _____

SUPERVISOR'S CERTIFICATE FOR PAYMENT

Amount Certified \$ _____
 Attach explanation if amount certified differs from the amount requested.

The undersigned Architect, Engineer or supervisory official, of lawful age, being first duly sworn, on oath, certifies that the work for which payment is invoiced has been performed, that the work has progressed as indicated, the quality of the work is in accordance with the Contract Documents and the Contractor is entitled to payment of the amount certified.

By: _____
 Subscribed and sworn to before me this _____ day of _____ 20____
 Notary Public _____
 Commission # / Expiration: _____

THIS SPACE FOR CITY/TRUST ONLY

Department Representative _____
 Fund Unit _____
 Program _____
 Project Unit _____

Amount paid this Fund \$ _____
 Other Accounts 1) _____ 2) _____
APPROVALS:
 Consultant/City Project Mgr. _____ / _____
 Date: _____

UNIFORM VOUCHER AND INVOICE FOR CONSTRUCTION SERVICES

INSTRUCTIONS TO CONTRACTOR

CONTRACTOR INVOICES

1. **All invoices** must be typewritten or completed **legibly** in ink. **Supporting details** must be on the **claimant's letterhead** and have the claimant's name, address, and phone number **matching what is on the vendor registration**, as well as the **project number** and **contract number**.
2. Submit an original uniform voucher/invoice form for **each individual project number**.
3. **Claimant/Contractor Spaces**. Enter all the required information in the left and right-hand columns across the top of the page. **Do not** make any entries in the areas at the top and bottom labeled **"The Space for City/Trust Use"**.
4. **Amendment/Change Order Summary**. List all Amendments and/or Change Orders by number and date and enter the amount of each in the proper column. Enter the total of each column. Enter the net change on the **"Net Change"** line **and** on **Line 2** in the **"Contractor's Invoice"** section. (if more room is needed, put the most recent on the front page and add separate sheet along with supporting detail)
5. **Contractor's Invoice**. Enter **all the required information** to give a full and true statement of the payments and retainage under your contract to date.
 - a. Line 5 is the work completed by the contractor for the current claim period.
 - b. Line 6 equals Line 5 multiplied by the percentage of retainage being held (5% = 0.05, 2.5% = 0.025)
 - c. Line 7 equals Line 5 minus Line 6
6. **Supporting Details**. As **required by your contract** and the City's **"Standard Specification for the Construction of Public Improvements"** must be **submitted with the invoice**. Supporting details must be on the **Contractor's letterhead** and have the Contractor's name and address **matching what is on the current vendor registration**.
7. Forward the **completed, notarized and executed invoice** to the Architect and/or Engineer for execution of the **Supervisor's Certificate** for payment. For projects for which there is no outside architect and/or Engineer, invoices and supporting details may be forwarded directly to the **City/Trust Project Manager by E-Mail**.
8. The Architect and/or Engineer is responsible for reviewing the invoice, questioning and correcting any exceptions, **executing and notarizing** the Supervisor's Certificate for Payment and forwarding the invoice and supporting detail to the appropriate City/Trust or the Project Manager by E-Mail.

DIRECTIONS TO CITY STAFF

1. Submit an original uniform voucher/invoice form for each individual project number.
2. Trust Line. If the contract under which the invoice is being submitted was awarded by a Trust, write the name of that Trust on the "Trust" line in the upper left-hand corner of the document.
3. Examine and verify the invoice and supporting details.
4. Verify the math in the Contractor's Invoice section.
 - a. Line 5 is the work completed by the contractor for the current claim period.
 - b. Line 6 equals Line 5 multiplied by the percentage of retainage being held (5% = 0.05, 2.5% = 0.025)
 - c. Line 7 equals Line 5 minus Line 6
5. Enter the required information at the top right and the bottom of the page.
6. Obtain the necessary approval signatures.
7. Attach supporting detail to original and forward for processing. Invoices to be paid from two (2) or more funding sources must be forwarded together.
8. City Project Manager to sign at the bottom left **after** verifying all pertinent information and matching supporting documentation and has been provided and is in the proper spaces on form before sending to financial staff for processing.

**** City Project Manager signature means that they have reviewed and verified all claim form and supporting documentation information and agree that everything is correct.**
9. Project Manager submits to their department's Finance staff.
10. For invoices to be paid from multiple funding sources, process a form for each source. Put the amount to be paid from each source at the bottom right on the "Amount paid this Fund" line. Enter the account number(s) from which the remainder of the invoice will be paid. Be sure to note the PO and receiver number on the invoice/claim form in the top right of the form.
11. Finance staff sign on Department Representative line to finalize the claim.
12. Submit claim form and supporting documentation, invoice on top, by emailing to cityinvoices@okc.gov