



**COR INVOICE REVIEW CHECKLIST
(Fixed-Price Type Contracts/Orders)**

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Invoice Checklist for Fixed-Priced (FP) Type Contracts/Orders

Contract Number: _____ **Order Number:** _____
Contractor: _____
Invoice Number: _____ **Invoice Date:** _____ **Dollar Amount:** _____
Invoice Receipt Date: _____

PRODUCTS/SERVICES

Drop-Down List

- 1. Did products/services conform with contract/order requirements? N/A
- 2. Did the COR inspect and accept the products/services? N/A
- 3. If performance-based progress payments are authorized, are costs in accordance with the contract/order during this billing period? N/A

INVOICED PRICES

- 4. Do invoiced prices conform with the contract/order price schedule? N/A
- 5. Do invoiced prices fall within established ceilings? N/A
- 6. Are contract line item numbers (CLINs) used in the contract/order specified in the invoice? N/A
- 7. Does the work indicated in the invoice coincide with the Monthly Letter Status Report (MLSR) or other required status report, as applicable? N/A

POTENTIAL UNALLOWABLE DIRECT COSTS

- 8. Are costs included in this invoice for previously disallowed costs? N/A

FUNDING

- 9. Is adequate funding obligated and available on the contract/order to pay the full amount of the invoice? N/A

I have reviewed the COR checklist, the invoice, its supporting documentation, and corresponding monthly progress report (e.g., Monthly Letter Status Report - MLSR) for this invoice. I agree that:

Direct charges are for accepted products/services and consistent with established prices in the contract/order.

Direct charges in the amount of \$_____ for [Insert name of product/service] are questionable and/or not adequately substantiated, and should be withheld until such time as the matter is fully resolved.

COMMENTS: _____

