

The City of Oklahoma City Trust _____

UNIFORM VOUCHER and INVOICE for ARCHITECTURAL, ENGINEERING or TESTING SERVICES

CLAIMANT

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Tax ID Number _____

Project No. _____ Title: _____

Location: _____

Supervisory Architectural and/or Engineering Firm: _____

ARCHITECT'S AND/OR ENGINEER'S INVOICE

1. Original Contract Amount.....\$ _____
2. Net Changes by Amendment\$ _____
3. Contract Total\$ _____
4. Less Prior Payments.....\$ _____
5. Remaining (line 3 less line 4).....\$ _____
6. Amount this Invoice *\$ _____

* Attach supporting detail

CLAIMANT'S AFFIDAVIT

For Architectural, Engineering and Testing Invoices

The undersigned Architect, Engineer or Testing Official, 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: _____

SPACE BELOW FOR OFFICIAL USE ONLY

CITY ACCOUNT INFORMATION

G/L Unit _____

Account _____

Dept ID _____

OP Unit _____

Fund _____

CITY ACCOUNT INFORMATION

Program _____

Project B/U _____

Project _____

Activity _____

Account _____ of _____

THIS SPACE FOR OFFICIAL USE

Payment Voucher No. _____

Vendor No. _____

PO No. _____

Final Payment: Yes _____ No _____

Date: _____

For Services From: _____

To: _____

Payment Application No. _____

TESTING INVOICE

Total Previous Payments submitted on this project \$ _____

Amount this Invoice * \$ _____

* Attach supporting detail

Supervisor's Certificate must be executed for all Testing Invoices.

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 test(s) for which payment is invoiced were duly authorized or ordered and has been performed and that the results meet the project's Contract Documents and that payment is hereby authorized.

By: _____

Subscribed and sworn to before me this ____ day of _____ 20____

Notary Public _____

Commission # / Expiration: _____

Amount paid this Fund \$ _____

Other Accounts 1) _____ 2) _____

APPROVALS:

Consultant/City Project Mgr. _____ / _____

City Engineer _____

Trust Representative _____

**UNIFORM VOUCHER and INVOICE for
ARCHITECTURAL, ENGINEERING OR TESTING SERVICES**

INSTRUCTIONS TO CLAIMANT

ALL INVOICES

1. All invoices must be typewritten or completed legibly in ink. Supporting detail must have the claimant's name and address.
2. Submit two (2) originals, fully completed and executed form for each invoice.
3. Trust line. If the contract under which the claim is being submitted was awarded by a trust, write the name of that trust on the "Trust" line in the upper left hand corner.
4. Claimant Spaces. Enter all of 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 "This Space for Official Use".

ARCHITECTURAL AND/OR ENGINEERING INVOICES

1. Complete items 1 through 6 in the left-hand column.
2. Supporting detail, as required by your contract, must be submitted.
3. Execute the Claimant's Affidavit in ink and have it properly notarized.
4. Mail or deliver the invoice forms to appropriate Trust or City Engineer, Suite 700, 420 West Main, Oklahoma City, OK, 73102.

TESTING INVOICES

1. Complete the information required in the "Testing Invoice" section in the right hand column.
2. Supporting detail, as required by your contract, must be submitted.
3. Execute the Claimant's Affidavit in ink and have it properly notarized.
4. Forward all claims 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 may be forwarded directly to the City Engineer.
5. The Architect and/or Engineer is responsible for reviewing the invoice, questioning and correcting any exceptions, executing the Supervisor's Certificate for Payment and forwarding the invoice for payment.

DIRECTIONS TO PROGRAM STAFF

1. Use an original invoice for each funding source.
2. Examine and verify the invoice and supporting detail.
3. Enter the required information at the top right and the bottom of the page. The Account Information will be different for each form for an invoice with multiple funding sources.
4. 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. Use the "Account ___ of ___" line at the bottom left to show the number of funding sources. (An invoice paid from three sources would have entries 1 of 3, 2 of 3 and 3 of 3 on the respective forms.)
5. Obtain the necessary approval signatures.
6. Attach supporting detail to the original and forward for processing. Invoices to be paid from two (2) or more funding sources must be forwarded together.