

The City of Oklahoma City Trust

UNIFORM VOUCHER and INVOICE for CONSTRUCTION SERVICES

CONTRACTOR

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Tax ID Number _____

Project No. _____ Title: _____

Location: _____

Supervisory Architectural and/or Engineering Firm: _____

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: _____

THIS SPACE FOR CITY / TRUST USE

Payment Voucher No. _____

Vendor No. _____

PO No. _____

Final Payment: Yes _____ No _____

Final Acceptance Date: _____

Date of Invoice: _____

For Services From: _____

To: _____

Payment Application No. _____

CONTRACTOR'S INVOICE

- Original Contract Sum.....\$ _____
- Net Change\$ _____
- Contract Sum to Date (Lines 1 and 2).....\$ _____
- Total Completed and Stored to Date *\$ _____
- Retainage
_____% of Line 4.....\$ _____
- Total Earned Less Retainage.....\$ _____
- Less Previous Payments\$ _____
- CURRENT PAYMENT DUE\$ _____

* Attach supporting detail

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: _____

SPACE BELOW FOR CITY/TRUST ONLY

ACCOUNT INFORMATION

G/L Unit _____

Account _____

Dept ID _____

OP Unit _____

Fund _____

ACCOUNT INFORMATION

Program _____

Project B/U _____

Project _____

Activity _____

Account _____ of _____

Amount paid this Fund \$ _____

Other Accounts 1) _____ 2) _____

APPROVALS:

Consultant/City Project Mgr. _____ / _____

City Engineer _____

Trust Representative _____

UNIFORM VOUCHER AND INVOICE for CONSTRUCTION SERVICES

INSTRUCTIONS TO CONTRACTOR

1. All invoices must be typewritten or completed legibly in ink.
2. Submit two (2) fully completed and executed forms for each invoice.
3. 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.
4. Contractor 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 City/Trust Use".
5. 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 of the "Net Change" line and on Line 2 in the "Contractor's Invoice" section.
6. Contractor's Invoice. Enter all of the required information to give a full and true statement of the payments and retainage under your contract to date.
7. Supporting Detail, as required by your contract and the City's "Standard Specifications for the Construction of Public Improvements" must be submitted with the invoice. Supporting detail must have the Contractor's name and address.
8. Execute the Contractor's Affidavit in ink and have it properly notarized.
9. Forward the completed 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 may be forwarded directly to the City Engineer.
10. 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 to the appropriate Trust or the City Engineer, 420 West Main, Suite 700, Oklahoma City, OK, 73102.

DIRECTIONS TO CITY STAFF

1. Use an original invoice form 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.