

MONTHLY ESTIMATE CHECKLIST

(CHECK LIST TO BE SUBMITTED BY THE PROJECT MANAGER WITH MONTHLY ESTIMATE)

Control Number: _____

Estimate Number: _____

CERTIFICATE OF LIABILITY INSURANCE EXPIRATION DATE:
<i>(General, Automobile, Excess, and Workers Compensation and Employers' Liability) Enter Expiration Date Above</i>

Completed:
(Yes/No)

1	VERIFY all Daily Work Reports with Pay Items. <i>Note: When pay items are reported, verify and double check with the source books, daily work report and plans. If quantities do not match, daily work report will have to be unapproved for corrections by inspector.</i>	
2	SUBMIT Cover Letter/IDC with each estimate from PM to Audit Unit with brief overview of estimate and any special conditions (CN, estimate number, payment amount, retainage held or released, non-conformance held or released, etc) * <i>T/LPA and Price Agreements Only</i>	
3	VERIFY that Certificates of Compliance are on file for all Pay Items reported. Make spreadsheet available in electronic format for audit verification.	
4	VERIFY Testing Credits are received from lab	
5	VERIFY all office related Pay Items have been included as necessary (e.g. Construction Engineering/Lump Sum items, etc.).	
6	SUBMIT calculated Gross Receipts Tax worksheet (Roadway, Engineering, Non-Participating)	
7	VERIFY that all Subcontractor and DBE Supplier payments are confirmed in B2GNow for entries posted to date.	
8	VERIFY that all Prime and Subcontractor payrolls are current and accepted and have been uploaded into LCPTracker.	
9	VERIFY receipt of updated CPM from the Contractor five days prior to cut-off date.	
10	SUBMIT Stockpile Worksheet (If Applicable) - copies of paid invoices for stockpiled materials must be available for audit.	
11	VERIFY a copy of the Contractor Traffic Control Diary has been received weekly at the Project Office in accordance with Section 618 of the Standard Specifications (<i>Subsection 618.2.2.1</i>)	
12	VERIFY the Current Monthly Water Usage Report has been received and filed. (If Applicable)	
13	VERIFY that the Labor and EEO Compliance interviews (Form A-1077) have been conducted and documented. Ensure that the Monthly Summary Report (Form A-1236) has been uploaded into LCPTracker.	
14	VERIFY that all NPDES Reports have been received for the month.	
15	VERIFY PM Approval and Contractor Approval has been applied in Site Manager prior to submittal to the Audit Unit for processing. Contractor signature is required on Estimate Summary to Contractor.	

TO: District Audit Supervisor

I certify that the above checklist items have been completed and verified to the best of my knowledge & ability, and that all previous audit report discrepancies (OIG, District, FHWA, ect.) have been corrected.

Signature of Office Manager *Date*

Signature of Project Manager *Date*