

Alabama Department of Finance
Real Property Management
Division of Construction Management (DCM)
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INVOICE CHECKLIST

For Materials and Equipment to be Purchased with Funds of the ALABAMA PUBLIC SCHOOL AND COLLEGE AUTHORITY

This checklist contains the prerequisites for DCM's approval of the use of ALABAMA PUBLIC SCHOOL AND COLLEGE AUTHORITY (PSCA) bond issue funds for the purchase of materials and equipment. The prerequisites assure conformance with PSCA requirements, competitive bid laws, DCM recording methods, and distribution requirements. The authority submitting invoices for payment with PSCA funds should utilize this checklist when preparing invoices for submittal to assure prompt approval and processing.

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| 1. | Materials and/or equipment are to be for capital improvements only (not maintenance, etc.) |
| 2. | Two originals of the invoice are to be submitted. Faxed and emailed copies are not acceptable. |
| 3. | The two invoices must be certified as being "True, correct and unpaid." The vendor's signature must be <u>Notarized</u> . |
| 4. | <p>Material Receipt DCM form 9 – I is no longer required. Instead, the following statement must be included on each invoice and signed by the Owner. Agencies can use a certification stamp or affix a printed label to the invoices.</p> <p>"I hereby certify that the article(s) and or service(s) listed on this document were received on _____ in the proper condition, are the kind and quantity ordered and appropriate purchasing policy and purchasing procedures were followed. Received by: _____ Date: _____"</p> |
| 5. | <p>A "Certificate of Compliance" with Competitive Bid Law must be attached to each invoice.</p> <ul style="list-style-type: none"> • State Agency & University projects: DCM Form 9-H: Certificate of Compliance, Administrative Code Title 41, Chapter 16: Public Contracts, is to be used for this purpose. • K-12 projects: DCM Form 9-HA: Certificate of Compliance, Administrative Code Title 16, Chapter 13B: Competitive Bidding For Certain Contracts Of County And City Boards of Education, is to be used for this purpose. |
| 6. | Each "Certificate of Compliance" must bear the original signature of the president, director or superintendent of the Owner Entity. This signature must be <u>Notarized</u> . |
| 7. | <p>The following statement is to be included via Memorandum on the Owner Entity letterhead. The president, director or superintendent must sign the memorandum.</p> <p>To: Any/All Interested Parties From: (Insert name of President, Director or Superintendent) Subject: Immigration Requirements Date: (Insert Date)</p> <p>The undersigned hereby certifies that the transaction under which this payment is requested is subject to the requirements of §31-13-9(a) and (b), <u>Code of Alabama, 1975</u>, as amended, and the proper documentation is on file in the agency. If you have questions, please call (insert Owner Entity telephone number).</p> |
| 8. | A copy of the purchase order issued to the Vendor must be attached to each invoice. |