

**STATE OF ALABAMA
BUILDING COMMISSION**
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Montgomery, Alabama 36130
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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 Alabama Building Commission 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, ABC 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.

1.	Materials and/or equipment are to be for capital improvements only (not maintenance, etc.).
2.	The original and a minimum of three (3) <u>legible</u> copies of the invoice are to be submitted. Carbon and FAXED copies of invoices are not acceptable.
3.	The original and each copy of the invoice must be certified by the vendor as being "True, correct, and unpaid." The vendor's signature is to be <u>Notarized</u>.
4.	The original and two (2) of the three (3) copies of the invoice must bear original signatures.
5.	Attached to each copy of the invoice there must be a completed, signed, and dated "State of Alabama Material Receipt" confirming the receipt and condition of all items covered by the invoice.
6.	The "Material Receipt" must be signed by the proper authority of the school or institution and at least three (3) copies of the "Material Receipt" must bear an original signature.
7.	A "Certificate of Compliance" with Competitive Bid Law must be attached to each copy of the invoice. ABC Form 9-H, Certificate of Compliance, Title 41: Public Contracts, is to be used for this purpose.
8.	Each "Certificate of Compliance" must bear the original signature of the president, director, or superintendent of the school or institution. This signature is to be <u>Notarized</u>.
9.	The Federal Employee Identification Number (FEIN) should be included for each vendor. If the vendor does not have a FEIN, his social security number will be sufficient.