



# Prompt Payment Invoice Transmittal

Date Stamp

## I. TO BE COMPLETED BY CONTRACTOR

Project Name: \_\_\_\_\_ Invoice No.: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Invoice Date: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Invoice Amount: \_\_\_\_\_

## II. TO BE COMPLETED BY DEPT. OF ENGINEERING & CONSTRUCTION

Project No.: \_\_\_\_\_ Resident Engineer: \_\_\_\_\_  
 CPO# or SPO #: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_

Check all back up documentation attached: {  
 Schedule G  
 Certified Payroll Report Summary  
 Oracle Encumbered Funds Available Report

List payment funding information below and attach a copy of the Funds Available Report

Item	Fund	Org	Account	Project	Program	Amount
1						
2						
3						
4						
					TOTAL	

Fiscal  
Date Stamp

Comments: \_\_\_\_\_

Please check one of the applicable boxes. If not, skip to Step IV:  
 Validate contractor's submission of Certified Payrolls; compliance with prevailing wages/Davis Bacon (for release of progress payments on federal projects or Prop 84 funded projects)  
 Close Out (for release of retention)

## III. TO BE COMPLETED BY CONTRACT COMPLIANCE

Work Order # \_\_\_\_\_ Lead Staff: \_\_\_\_\_  
 Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Assigned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## IV. TO BE COMPLETED BY DEPARTMENTS LISTED BELOW

Reviewing Agency	Process Days	Staff Name	Date Received	Date Forwarded	Undisputed Invoice Date (Explain if necessary)
Dept. of Eng. & Const.	2 days				
Contract Compliance	5 days				
Dept. of Eng. & Const.	2 days				
PWA Fiscal	4 days				
City Accounts Payable	3 days				

Additional comments: \_\_\_\_\_