

Appendix 16.1a
First Payment Application Review Checklist

University of Alaska Anchorage

Project Name and Project Number:



Project Manager (PM): Please ensure all items are completed and checked-off below.

Fiscal Manager (FM): Please ensure that any 5 items of your selection are completed and checked-off below.

Preliminary Review

PM	Item No.	Review Description	FM
<input type="checkbox"/>	1	Signed contract	<input type="checkbox"/>
<input type="checkbox"/>	2	Current Certificate of Insurance	<input type="checkbox"/>
<input type="checkbox"/>	3	Contractor lien release form	<input type="checkbox"/>
<input type="checkbox"/>	4	Appropriate title & address of contracted parties included	<input type="checkbox"/>
<input type="checkbox"/>	5	Proper Project Title and application No. included	<input type="checkbox"/>
<input type="checkbox"/>	6	Correct payment application time period included	<input type="checkbox"/>
<input type="checkbox"/>	7	Appropriate contract date and reference No. used	<input type="checkbox"/>
<input type="checkbox"/>	8	Proper authorizing signature of contractor representative present	<input type="checkbox"/>
<input type="checkbox"/>	9	Architects certificate obtained	<input type="checkbox"/>
<input type="checkbox"/>	10	Line items, 1-3 and 7, compared to contract	<input type="checkbox"/>
<input type="checkbox"/>	11	Line 4 compared to total of column G of continuation sheet.	<input type="checkbox"/>
<input type="checkbox"/>	12	Lines 4 through 8 footed	<input type="checkbox"/>
<input type="checkbox"/>	13	Line 8 compared to contractor's conditional and unconditional lien release form (Appendix 16.1d)	<input type="checkbox"/>

Continuation Sheet Review

PM	Item No.	Review Description	FM
<input type="checkbox"/>	14	Schedule of Value (column C) line items compared to contract	<input type="checkbox"/>
<input type="checkbox"/>	15	Differences investigated and included in memo	<input type="checkbox"/>
<input type="checkbox"/>	16	Schedule of Value Column Footed	<input type="checkbox"/>
<input type="checkbox"/>	17	Work Completed compared to previous application (column D)	<input type="checkbox"/>
<input type="checkbox"/>	18	Differences investigated and included in memo	<input type="checkbox"/>
<input type="checkbox"/>	19	Presence of subcontractor conditional and non-conditional lien releases examined (Appendix 16.1e). (Trace to lien release amounts, typically, amounts net of retention. Inspect for authorized signatures)	<input type="checkbox"/>
<input type="checkbox"/>	20	Material supplier invoices and/or contractors materials requisition/supply documents examined in For Materials Presently Stored (column F).	<input type="checkbox"/>
<input type="checkbox"/>	21	Vendor list for known and unknown vendors reviewed (Consider risk of fictitious vendors set up to clear fraudulent purchases)	<input type="checkbox"/>
<input type="checkbox"/>	22	Excess material purchases charged to the project but used elsewhere considered	<input type="checkbox"/>
<input type="checkbox"/>	23	Terms of purchase for missed discounts examined	<input type="checkbox"/>
<input type="checkbox"/>	24	Line items cross-footed	<input type="checkbox"/>
<input type="checkbox"/>	25	Total Completed and Stored to Date (column G) footed	<input type="checkbox"/>
<input type="checkbox"/>	26	Verify GC's fee (%) is per contract (GMP contracts only)	<input type="checkbox"/>
<input type="checkbox"/>	27	Verify subs' fees (%) are per contract (GMP contracts only)	<input type="checkbox"/>
Term Contracts			
<input type="checkbox"/>		Verify cover sheet to invoice has be provided	<input type="checkbox"/>
Short Form Contracts			
<input type="checkbox"/>		Verify all requirements in Short Form Contract Template has been provided (Appendix 16.1f)	<input type="checkbox"/>
<input type="checkbox"/>		For any contracts over \$25k, verify that the AK Department of Labor (DOL) has been informed	<input type="checkbox"/>

Project Manager Reviewer Name

Project Manager Signature

Date

Fiscal Manager Reviewer Name

Fiscal Manager Signature

Date