

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.

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 Notarized .
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.	A "Certificate of Compliance" with Competitive Bid Law must be attached to each invoice. DCM Form 9-H, Certificate of Compliance, Title 41: Public Contracts, 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 school or institution. This signature must be Notarized .
7.	<p>The following statement is to be included via Memorandum on the school or institution 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), Code of Alabama, 1975, as amended, and the proper documentation is on file in the agency. If you have questions, please call (insert school or institution telephone number).</p>
8.	A copy of the purchase order issued to the Vendor must be attached to each invoice.