

VENDOR PAYMENT CHECKLIST  
FOR PERSONAL SERVICES, GRANTS AND CONSTRUCTION CONTRACTS

I. **Departmental “Project Manager” Checklist:**

**Project Manager** – typically negotiates, executes and monitors the contract terms and conditions. This person ensures that the vendors are in compliance with the contract terms and conditions and verifies the invoices for the goods and services received.

A. Prior to the awarding of a contract and commencement of services, the vendors must comply with all applicable vendor requirements, including:

- Nondiscrimination and Affirmative Action Provision
- Living Wage Ordinance
- Insurance Requirements
- Burma Contracting Policy
- Child Support Obligations
- Child Care Policy
- Job Training Policy
- Minority-Owned Business Enterprise / Women-Owned Business Enterprise / Other Business Enterprise Policy
- Business Tax Registration Certification (BTRC)
- W-9 or 1099 (for personal services only)
- “Notice to Proceed”(for construction and some professional services only)
- Equal Benefits Ordinance
- Contract Review Form
- Americans with Disabilities Act

If the vendor is not able to comply with the applicable requirements, the contract may be awarded to another vendor.

- B. Provides copy of executed contract to the vendor and the department’s Accounting section.
- C. Informs vendor of the name and telephone number of department’s designated Vendor Payment Liaison and Alternate (see attachment and this will also be available in City Controller’s Internet/Intranet site), the appropriate department name and address to mail or submit invoices, vendor payment checklist, and other information to assist the vendor in expediting their payment.
- D. Upon receipt of the invoice (or Contract Progress Payment Report for construction contracts), reviews and approves it for consistency with the executed contract. Verifies that goods and services have been duly received and signed for by authorized personnel in accordance with the executed contract, and any discounts, credits, claims or adjustments have been applied.
- E. Submits the approved invoice (or Contract Progress Payment Report for construction contracts) to the department’s Accounting section for processing.

VENDOR PAYMENT CHECKLIST  
FOR PERSONAL SERVICES, GRANTS AND CONSTRUCTION CONTRACTS

- F. Ensures any amendments to the contract, including extensions (and Change Orders for construction contracts), are processed timely and that copies are provided to the vendor and the department's Accounting section.

II. **Departmental Accounting Section Checklist:**

- A. Receives the executed contract and subsequent amendments from the department's Project Manager and verifies that the necessary signatures are affixed.
- B. Prepares the FMIS vendor code and verifies that a BTRC exists.
- C. Prepares encumbrance documents to ensure funds availability.
- D. Submits encumbrance documents with a copy of the executed contract to the Controller's Office, Funds and Appropriation Section, for approval.
- E. Receives the approved invoice (or Contract Progress Payment Report and Change Orders for construction contracts only) from the Project Manager, verifies that it is consistent with the terms of the executed contract, any credits, claims or adjustments have been deducted, and any discounts have been applied.
- F. Prepares a Payment Voucher, ensuring that it references the original encumbering documents (e.g., contract).
- G. Submits the accurate and completed Payment Voucher with all supporting documentation to the Controller's Office, Demand Audit Division, for approval.
- H. Checks the FMIS Suspense File for the status of the Payment Voucher and follows-up with the Demand Audit Division if necessary after three days. However, if a problem occurs, the Demand Audit Section will have communication with the Department.

III. **Vendor Checklist:**

- A. Prior to execution of contract and commencement of services, ensures that all necessary and applicable contractual requirements are completed and filed with the departmental Project Manager, including:

- \_\_\_\_\_ Nondiscrimination and Affirmative Action Provision
- \_\_\_\_\_ Living Wage Ordinance
- \_\_\_\_\_ Insurance Requirements
- \_\_\_\_\_ Burma Contracting Policy

VENDOR PAYMENT CHECKLIST  
FOR PERSONAL SERVICES, GRANTS AND CONSTRUCTION CONTRACTS

- \_\_\_\_\_ Child Support Obligations
- \_\_\_\_\_ Child Care Policy
- \_\_\_\_\_ Job Training Policy
- \_\_\_\_\_ Minority-Owned Business Enterprise/Women-Owned Business Enterprise/Other Business Enterprise Policy
- \_\_\_\_\_ Business Tax Registration Certification (BTRC)
- \_\_\_\_\_ W-9 or 1099 Form (personal services only)
- \_\_\_\_\_ “Notice to Proceed”(construction and some professional services only)
- \_\_\_\_\_ Equal Benefits Ordinance
- \_\_\_\_\_ Contract Review Form
- \_\_\_\_\_ Americans with Disabilities Act

- B. Completes and submits all necessary documents to the departmental Project Manager.
- C. Obtains a copy of the executed contract and any subsequent amendments and Change Orders (for construction contracts).
- D. Obtains from the Project Manager, the name, address and telephone number of the department’s designated Vendor Payment Liaison and alternate, the appropriate department name and address to mail or submit invoices, vendor payment checklist, and other information to assist the vendor in expediting their payment.
- E. Performs services in accordance with the terms of the executed contract and any subsequent amendments and Changes Orders (for construction contracts). When preparing the invoice, ensures that any credits or adjustments have been properly applied.
- F. Ensures that the invoice includes the following information. If in doubt as to any item, contacts the department’s designated Vendor Payment Liaison for information.
  - 1. Vendor Name as reflected in the executed agreement.
  - 2. Vendor Address.
  - 3. “Remit to” Address, if different from the Vendor Address.
  - 4. Invoice Number.
  - 5. Corresponding purchase order or contract number.
  - 6. Name of City Department for which services were provided and name of Project Manager
  - 7. Correct City Department Mailing Address.
  - 8. Full description of items or services rendered.
- G. Upon rendering services, submits the invoice to the proper location. If in doubt, contacts the department’s designated Vendor Payment Liaison for information.

VENDOR PAYMENT CHECKLIST  
FOR PERSONAL SERVICES, GRANTS AND CONSTRUCTION CONTRACTS

- H. Follows-up with the departmental Vendor Payment Liaison after ten (10) working days.
- I. Refers any questions regarding the status of the payment of the invoice to the Departmental Vendor Payment Liaison. (See attachment of a List of Departmental Liaisons and Alternates, which will also be available on the City Controller's Internet site <<http://www.lacity.org/CTR/>>, or by calling the Controller's Office Vendor Payment Liaison Coordinator at (213) 847-1628.
- J. If unable to obtain assistance from the departmental vendor payment liaison or alternate, reports this to the Controller's Office Vendor Payment Liaison Coordinator at (213) 847-1628.

IV. **Vendor Payment Liaisons and Alternates Checklist:**

- A. Serves as a single, day-to-day point of information for questions or problems relative to vendor billing.
- B. Be empowered by management to take necessary actions to expedite vendor payments, including but not limited to resolving problems or obstacles to expedient payments, providing timely response, information and guidance to vendors regarding payments, being fully informed of departmental changes which may impact the ability to provide prompt payment and inform management of any adverse impacts.