

ASSET MANAGEMENT INVOICE VALIDATION CHECKLIST: PDF VERSION

CONTRACT #		Progress Invoice #	
DRAWING # (EPT)		Consulting Firm	

CITY OF BURNABY INSTRUCTIONS

OBJECTIVE. To attest that all assets identified as available for service per inspection have been adequately captured on the Asset Management invoice by street segment and PAC. Final quantities per the progress payment need to be validated to the quantity of assets per the asset table.

Discrepancies between changes to City-owned assets as depicted on the asset table and the detailed invoice are to be identified, tracked, and communicated back to the responsible consultant for resolution.

1	COMPLETENESS	CONSULTANT INITIALS
	<p>Confirm that ALL and ONLY work breakdown structure (WBS) in the Asset Management Invoice depicting changes to City-owned assets for this project have been processed/updated per inspection:</p> <ul style="list-style-type: none"> <input type="checkbox"/> confirm that no project WBS have been missed <input type="checkbox"/> confirm that no project WBS have been duplicated 	
2	TABLE LISTING CHANGES TO CITY-OWNED ASSETS to PROGRESS INVOICES	
	<ul style="list-style-type: none"> <input type="checkbox"/> See section 8.17 of the Asset Identification Specifications document for a detailed description of the required labels that the Asset Management Invoice must agree to 	
3	PROGRESS INVOICE	
(1)	Progress Invoice Files. Confirm that the Asset Management invoices have been received in electronic form (Excel 2007 or later format (.xlsx)).	
(2)	<p>Asset Management Invoice Standard Format</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirm that the Asset Management invoice conforms to the latest invoice standards¹ <input type="checkbox"/> Confirm label references from drawing/asset table agree to labelled items on the invoice <p>1. Refer to the invoice guidelines on the City's portal: http://www.burnaby.ca/Assets/doing+business/business+with+burnaby/Asset+Management+Design+Standards/Tender+and+Invoice+Guidelines.pdf</p>	
(3)	<p>Quantities Invoiced. Confirm all quantities received to the updated asset table</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quantities for roads should be identified for structure and pavement by street segment and PAC and agreed to updated asset table <ul style="list-style-type: none"> o Ensure quantities as tabulated on asset table agree to total as stated by street segment and PAC on the invoice <input type="checkbox"/> Quantity of utility service connections is provided and agrees to asset table <input type="checkbox"/> Quantities for all other assets delivered agree to asset table <input type="checkbox"/> Other material and supplies utilized on the job site are assessed for reasonability compared to tender values <input type="checkbox"/> Note: Asset table items ending in "99" will not result in specific assets to be capitalized; HOWEVER quantities of these items will be itemized as materials/services associated with capitalized assets on the invoice. Refer to <u>Asset Table PAC Guidelines</u> 	

(4)	Date Available For Use. Confirm available for use dates stated on invoice to updated asset table	
(5)	Invoice Totals <input type="checkbox"/> Confirm that progress invoice is appropriately extended and totalled; and that taxes have been correctly calculated <input type="checkbox"/> Confirm that ALL project costs on the Asset Management invoice agree to the progress payment invoice submitted for payment	

	COMMENTS								
	VALIDATION HISTORY								
	1.	By:	2.	By:	3.	By:	4.	By:	
REVIEWED BY									
DATE									