



Contract Management Verification Form

Form date: June 2019

Per Auditor General Report 2019-205 recommendation, prior to payment, the satisfactory receipt of services in accordance with the contract terms must be confirmed and documented. This form must be completed by an individual with direct knowledge of satisfactory receipt of services. It must be attached with the approved invoice to be processed by Accounts Payable. Payment to vendors will be delayed if the form is not received and filled out in its entirety. Please contact Accounts Payable at vendorap@manateeschools.net with any questions.

Vendor Name: _____

Invoice Number(s): _____

Contract or service provided: _____

Satisfactory receipt of services? _____ Yes _____ No

In accordance with contract terms? _____ Yes _____ No

Invoice amount verified to contract/bid rate? _____ Yes _____ No

- Discount verified and applied to invoice based on gross amount? _____ N/A _____ Yes _____ No
- Markup verified and applied to invoice based on gross amount? _____ N/A _____ Yes _____ No

Labor hours charged reasonable based on above? _____ Yes _____ No

Approval of invoice payment based on review? _____ Yes _____ No

Comments (must include for any "no" checked): _____

Reviewer name (print): _____

Reviewer signature: _____ Date: _____