

**CONTRACT/LEASE PAYMENT
APPROVAL FORM
INSTRUCTIONS**

Contract/Lease (Agreement) Payment Approval Form must be used for any lease or contract payment

Department Responsibilities:

1. Initiates the Payment Approval Form completion process by completing Department section and then forwarding to the Finance for Progress Payments only. For final payments, see section 7 below.
2. Identifies the Vendor/Contractor Name and Vendor Number.
3. Lists the contract/lease number.
4. Attach the Vendor/Contractor invoice along with all supporting documentation for a pre and post audit. This **must be an invoice** and not a statement. If pursuant to a task order contract, invoice should reference task order number, authorized amount, prior paid amount, current amount due and task order balance remaining.
5. Identify appropriate budget, account and amount information for payment.
6. Obtain approval of all signatories approving this payment, as identified below.
 - a. **Contractor's Engineer/Architect/Project Manager:** Signs the form verifying that the work on the invoice has been completed in accordance with the terms and conditions of the agreement.
 - b. **County Supervisor/Project Manager:** A County-designated employee or consultant signs the form verifying that the work on the invoice has been completed in accordance with the terms and conditions of the agreement and that the payment request on the invoice is proper and due.
 - c. **Department Director:** Signs the form verifying that the work on the invoice has been completed in accordance with the terms and conditions of the agreement, including verification of contract rates, and that the funds are appropriately budgeted and available. Signs and approves all payments including final payment.
 - d. **Grants Administration:** Signs the form verifying that the work on the invoice has been completed in accordance with the terms and conditions of the grant. (Grant Funding Only)
7. All final payments should be routed through the Purchasing Department for review and placement on the Intent to Award. Once the 72 hour ITA protest period has passed, Purchasing will forward the final pay to Finance for processing.

Finance Department Responsibilities:

1. Finance Department signs the form verifying that an original agreement is on file in the Clerk's Office and that the accounting codes are appropriate.
2. Finance Department shall forward all fully executed forms for contract/progress payment to the Accounts Payable Department who verifies the form(s) have all the required approvals and signatures prior to authorizing payment.
3. Finance Department will verify final payment has all required documents and forwards to Accounts Payable Department for payment.