

PHASE II: CONTRACT ADMINISTRATION

Activity 45: Invoices

Examine the invoice for completeness, and notify the contractor of any defects.

Identify the terms and conditions of the contract that bear on the amount to be paid.

Consider documents and determinations that bear on the amount to be paid.

Determine whether an assignee is protected from the deduction or withholding.

Perform or verify the mathematical computations required to determine the total amount due the contractor.

Contact the contractor to discuss any differences between the amount of the submitted invoice and the amount that the Government proposes to pay.

Submit the invoice for payment, and monitor the payments.