



Job Order Contracting Project Invoice Approval Protocol

May 23, 2019

JOC procedures to verify that the JOC contractor's invoices include the require documentation to comply with the Prevailing Wage Act for record keeping requirements that are the obligations for the County.

Step 1 – Initial Invoice Review Process

- Each Invoice should include the AIA G702 & 703
- Each Invoice should include JOC contractor's partial waiver (Final Waiver for final payment) for recently completed work.
- If work was completed by a sub-contractors then the invoice should also include a trailing partial waiver (final waiver for final payment) for previous work that JOC has reimburse sub-contractor for.
- All waiver of liens have been stamped and signed with an official Notary Public seal.
- Certified Payroll Reports for the JOC self-performed laborers work and each sub-contractor laborers work listed in the contractor's affidavit on the waivers.
- If all the following is not included, the JOC will be notified that invoice is on hold pending the submission of missing paperwork to begin final review and processing of payment.

Step 2 – Final Invoice Review Process

- AIA G702 & 703 Forms will be review for accuracy of the JOC contractor, Subcontractors/Vendors information regarding the following; Description of Work, Scheduled of Value, Previous Work Completed and Total Completed and Stored to Date.
- JOC waivers will be reviewed for accuracy of project information and receipt of payment received for work completed and a signature from the authorized representative of the JOC contractor. Included on the waiver will be the Contractor's Affidavit listing payments to the themselves and any sub-contractors which total the waiver's total dollar amount that can also be matched on the G702 form.
- Certified Payroll Reports will be reviewed for accuracy regarding the Name of the Contractor, Work Classification and Rate of Pay listed for the tradesmen.
- Certified Payroll Reports for each JOC Contractor invoice package will be spot checked to verify the Rate of Pay listed is equal to or greater than the Base Wage listed on the Illinois Department of Labor's Prevailing Wage Rates set for Lake County, effective during the dates shown for the tradesmen listed on the submitted Certified Payroll Reports. This will include data from at least one sub-contractor per invoice cycle and review will rotate between specific sub-contractors from invoice to invoice.
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Step 3 – Invoice Approval and Signature

- Once Steps 1 and 2 invoice review process has been completed, individual assigned Project Managers will initial and date invoices showing that they have reviewed and are approving the completeness of the documentation submitted.
- The JOC invoice will then be transmitted the Project Manager's Supervisor for final review and initials before submitting to Accounts Payable for processing.