**Preliminary Engineering and Design Payment Checklist**

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| PIN: |       |
| County: |       |
| Federal Project No.: |       |
| State Project No.: |       |

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| --- | --- | --- | --- |
|  | **YES** | **NO** | **COMMENTS** |
| Supporting Documentation Attached? | [ ]  | [ ]  | Was a consultant hired?     Make sure the correct invoice form is submitted. |
| Does the invoice and consultant supporting documentation contain original signatures? | [ ]  | [ ]  | Make sure the individual signing the invoice is on the list submitted to the Local Program Development Office. |
| Proof of Payment Attached?(Canceled Check or Electronic Bank Payment) | [ ]  | [ ]  | Only for payments made to consultants. |