

Bureau of Contract Administration

DAILY REPORT ☐ INVOICE ☐
FOR
TIME AND MATERIAL WORK
(LABOR)

SHEET _____ OF _____ SHEET(S)

DATE OF WORK

APPROVALS

Project Inspector (Print Name)

WORK ORDER NO: _____

Project Inspector Signature

JOB TITLE: _____

E.C.A. NUMBER _____

Supervisor Signature

CHANGE ORDER NUMBER: _____

This invoice is an itemized statement of all claims made upon the City of Los Angeles by the Contractor for the direct cost of labor furnished under authority of the above designated Change Order on the date indicated.

Contractor

By _____

INSTRUCTIONS FOR PREPARATION AND PROCESSING OF INVOICE

The allowable costs are set forth in the applicable sections of the specifications to which the contractor is referred. Costs must be shown and subtotaled separately for each person directly involved in the work. Labor costs are to be shown for each day that work is done, with names, labor classifications, wage rates and hours of the person(s) involved. Operators for rented equipment are to be shown only if the equipment is rented without an operator. The Bureau of Contract Administration (BCA) will be responsible for maintaining accurate records for the purpose of checking and verifying the Contractor's invoices with respect to allowable hours and classification(s) of labor determinable in the field and affecting the actual cost of labor performed on the Daily Report.

The Contractor shall submit two signed copies of this invoice to the Project Inspector, who will indicate his/her approval thereon. The Project Inspector will review the invoice and transmit both approved copies to the District Supervisor for final approval. The District Supervisor, after approval, will forward one approved copy of the invoice to the Bureau of Engineering (BOE). BOE will verify allowable costs and return the invoice to BCA for processing of payment.

[illegible]**DESCRIPTION OF WORK PERFORMED:**

Bureau of Engineering Verification

Name:

Date:

DEPT OF PUBLIC WORKS
City of Los Angeles
Bureau of Contract Administration

DAILY REPORT ☐ INVOICE ☐
FOR

SHEET _____ OF _____ SHEET(S)

TIME AND MATERIAL WORK (EQUIPMENT / MATERIALS)

DATE OF WORK

APPROVALS

Date _____

Project Inspector (Print Name)

WORK ORDER NO: _____

Project Inspector Signature

JOB TITLE: _____

E.C.A. NUMBER _____

Date _____

Supervisor Signature

CHANGE ORDER NUMBER: _____

This invoice is an itemized statement of all claims made upon the City of Los Angeles by the Contractor for the direct cost of materials, equipment and services furnished under authority of the above designated Change Order on the date indicated.

Contractor

By _____

INSTRUCTIONS FOR PREPARATION AND PROCESSING OF INVOICE

The allowable costs are set forth in the applicable sections of the specifications to which the contractor is referred. Costs must be shown and subtotaled separately for the several classifications involved, such as "Materials", "Equipment", and "Services". These classifications must be ITEMIZED. Equipment costs are to be itemized, showing each piece, allowable appurtenances, hours worked, rate, and total cost for each day. Material costs need not be shown on a daily basis but quantities, unit prices, where applicable, and total costs of all items must be given. Services are to be listed on the day they are performed. Vendors' bills to the contractor or other substantiating data for equipment and materials are required and will expedite checking and approval of Contractor's invoice. The Bureau of Contract Administration (BCA) will be responsible for maintaining accurate records for the purpose of checking and verifying the Contractor's invoices with respect to hours of equipment, quantities of materials, services provided, and all other facts determinable in the field and affecting the actual cost of work performed on the Daily Report.

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[illegible]

NOTES:

Bureau of Engineering Verification

Name:

Date: