Attachment 20.3-8 Page 1 of 2 VOI ZZ BCA-165 (3-03) **INVOICE DAILY REPORT** SHEET ____OF__ DEPT OF PUBLIC WORKS SHEET(S) City of Los Angeles FOR **Bureau of Contract Administration** TIME AND MATERIAL WORK DATE OF WORK (LABOR) **APPROVALS** WORK ORDER NO: _____ Project Inspector (Print Name) Date JOB TITLE: Project Inspector Signature E.C.A. NUMBER Supervisor Signature Date 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 Contractor labor furnished under authority of the above designated Change By Order on the date indicated. 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. DOUBLE 1-1/2 UNIT NAME CLASSIFICATION STRAIGHT **AMOUNT** TIME TIBAC COST

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