



Administrative Approval Form and Checklist

A Mandatory Reference for ADS Chapter 630

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ADMINISTRATIVE APPROVAL FORM AND CHECKLIST

To: _____ Date: ____/____/____

From: _____ Project No.: _____ PHOENIX #: _____

Subject: **Administrative Approval** of _____ Approving Office: _____

The attached Voucher is forwarded to the Agreement/Contracting Officer's Technical Representative (AOTR/COTR) or other approving officer for **Administrative Approval**. The approving officer must indicate both the **Inspection Method** and the basis of his/her approval and sign the **Administrative Approval** below. Administrative Approval of a payment provides written evidence that work is proceeding satisfactorily under an assistance agreement or that, for a contract, the goods and/or services specified on the invoice were received and conform to the requirements of the agreement between the vendor and USAID. If you are unable to physically verify the goods/services received, or its progress, you must explain why. Validation of pricing, extension of computations, etc., are not responsibilities of the approving officer but of the payment office. If appropriate, approval for an amount less than the fully invoiced amount may be made, but the vendor must be notified promptly regarding the reason(s) for the suspension. **(See the instructions for Amount Suspended from Payment on the reverse side.)**

The Prompt Payment Act requires agencies to pay commercial obligations within certain time periods and to pay interest penalties when payments are late. To process the invoice within the time constraints of the Prompt Payment Act and/or Agency policy, the **Voucher and this completed Administrative Approval Form showing Administrative Approval/Disapproval must be returned to [Insert Paying Office] within five (5) workdays from the above date.** Failing to meet the time constraints of the Prompt Payment Act results in a legal requirement to automatically pay the vendor interest and penalty fees from Agency funds. This unnecessary use of Agency funds degrades operations and program activities and creates cash flow problems for the vendor. Interest payments to vendors for late payment charges may result in notification to appropriate Bureau/Mission Managers for actions or direct charges to the responsible activity's funds.

Any questions about **Administrative Approvals** may be directed to [Insert Paying Office].

Approval:

I have reviewed the attached Voucher, the related invoice/request for payment, and supporting documentation. Based on this documentation and my personal knowledge of the activity, I see no reason to withhold payment beyond the suspended amount (if any) indicated below. Therefore, the Voucher is administratively approved for payment subject to the necessary financial reviews and certification by the Certifying Officer.

Invoiced Amount: \$ _____

Amount Suspended from Payment: \$ _____

Amount Approved for Payment: \$ _____

The Vendor has been notified of any deficiencies in this invoice/request for payment in writing and a copy of the notification is being forwarded with this approval.

Inspection Method: (Check the appropriate field)

I have made _____ field visit(s) to the project site(s) in the last three months and observed project implementation.

I have visited the main office of the implementing agency(ies) _____ time(s) in the last three (3) months and discussed project implementation.

I have met with my counterpart(s) _____ time(s) in the last three months and discussed contractor level of performance and/or commodities delivered.

Goods and/or services have been received.

I have visited the project site(s) as part of my responsibilities and have sufficient information to allow me to provide **Administrative Approval**.

None of the above. My **Administrative Approval** is based on the following:

(Attach a statement, including, if applicable, an explanation of why you cannot visit the work site. See Inspection Method Instructions on back of this form for additional guidance.)

Signature _____

Typed Name _____ Date: _____

Instructions to the Agreement/Contracting Officer's Technical Representative (AOTR/COTR) for Completing the Administrative Approval Form and Checklist

Purpose: To make payments, the Paying Office is required to have in its possession 1) documentation of a contract or binding agreement with the vendor that identifies what is being purchased, 2) a valid invoice/bill from the vendor requesting payment for goods or services provided, and 3) written evidence of acceptance of the goods or services by a U.S. Government official. Generally, acceptance is done by a **Receiving Report**; however, when there is no formal **Receiving Report**, an alternative form may be used. The **Administrative Approval Form and Checklist** is that alternative form within USAID. Federal law requires the U.S. Government to pay its bills in a timely manner (within the time constraints of the law) or otherwise pay interest and/or penalty for late payment to the vendor. **Administrative Approval** must be provided expeditiously along with required documentation to the paying office within five (5) workdays of the date of this document.

Instructions for Completing the Administrative Approval Form

The instructions for the completion of the form by the **Administrative Approving Official** (generally the COTR or AOTR) are detailed below.

Invoiced Amount: Enter the Total Amount shown on the Invoice as billed and payable.

Amount Suspended from Payment: This is generally the amount of goods not yet received, or services not yet rendered, but it can also be goods/services received that do not meet the agreement specifications. Alternatively, this amount can represent a suspension for any legitimate reason, such as overpricing. If there is any difference between the **INVOICED AMOUNT** and the goods/services received, enter the value of that difference as the **AMOUNT SUSPENDED FROM PAYMENT**. The AOTR/COTR has the option on continuing agreements of notifying the vendor/recipient of issues/concerns regarding the invoice and asking for clarification while approving the voucher for the original amount. (See the Sample Letter from the AOTR/COTR approving but questioning items in the invoice in ADS 630.)

Amount Approved for Payment: If the **INVOICED AMOUNT** and the goods/services received are the same, enter the total **INVOICED AMOUNT**. If the amounts differ, subtract the **AMOUNT SUSPENDED FROM PAYMENT** from the **INVOICED AMOUNT** and enter the amount approved. This is written acknowledgement that goods/services **APPROVED FOR PAYMENT** have been received and do meet contract specifications and are appropriate for payment to the value indicated.

Notification to Vendor/Recipient: If the **AMOUNT APPROVED FOR PAYMENT** is less than the **INVOICED AMOUNT**, an explanation is required to provide the rationale for the disapproval. This explanation should provide adequate information for the vendor to understand why the amount being paid is less than the amount invoiced. (See Sample Suspension Letter from AOTR/COTR in ADS 630.) If there are items being approved but questioned, a letter to the vendor should also be sent.

NOTE: P.L. 97-177, as amended, states that when the Contractor has not been notified of a defective invoice within seven (7) calendar days of the date it was received by the Payment Office, the number of days to pay a resubmitted, corrected invoice is reduced.

Attach a copy of the notification that you have sent to the vendor. This supports the amount that will be paid and assists the Payment Office in responding to vendor questions.

Inspection Method Instructions: Check the box certifying that goods/services have been received or that activities under the grant/cooperative agreement are proceeding satisfactorily and payment is approved. Check as many of the reasons in the "Inspection Method" box as apply to support the basis for your approval. Attach an explanation if you have not been able to visit the site and inspect the work. Additional guidance for the explanation may be found in [USAID Notices](#) or go to this link:

<http://iapp1.usaid.gov/notices/notDetail.cfm?msgID=17684&currmo=12&curryr=2009&prevnext=no>

Signature: The AOTR/COTR's signature formally documents the acceptance of the goods/services.

Typed or Printed Name: Either type or print the AOTR/COTR's name and telephone number. This provides an easily identifiable reference source to provide any additional information or answer any questions.

Date: Enter the date that the **Administrative Approval** is given.