

**Cover Memo**

Date: \_\_\_\_\_

To: Contract Officer's Representative  
 Through: Administrative Officer  
 From: Administrative Specialist  
 Subject: Contract Administration, (Contract Name), (Contract No.), (Invoice No.), (Invoice Date)

Attached is the contractor's invoice requesting payment for \$ \_\_\_\_\_.

If the items/services have been received and inspected, please indicate below that the contractor has met the contract requirements. If delivery has not yet been received or items not yet fully inspected, contact the Administrative Contracting Officer immediately. Your quick response is requested in order to ensure timely payment to the contractor. Public Law 97-177, the Prompt Payment Act, requires Federal Agencies to pay interest on delinquent payments to contractors. Unreasonable delays in the inspection, acceptance or rejection of items/services may result in late charges being assessed against the contract. Please return completed memorandum to the Administrative Officer.

- Contract items/services received/completed on \_\_\_\_\_ and have been inspected and found to meet contract specifications and requirements. Recommend payment for the amount invoiced.
- Invoice is not certified for payment. The following items/costs are questioned for the reason(s) stated:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Accounting Data:

FY _____	Account No. _____	BOC _____	Amount \$ _____
FY _____	Account No. _____	BOC _____	Amount \$ _____
FY _____	Account No. _____	BOC _____	Amount \$ _____
FY _____	Account No. _____	BOC _____	Amount \$ _____
FY _____	Account No. _____	BOC _____	Amount \$ _____

Signatures:

Administrative Officer's \_\_\_\_\_ Date: \_\_\_\_\_  
 Contract Officer's Representative \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrative Contracting Officer \_\_\_\_\_ Date: \_\_\_\_\_