

Construction Invoice Review Checklist

Project Name	
Invoice Number	
Date Received	

1. Verify Basic Information

	Correct vendor name and contact details
	Invoice date matches the billing period
	Invoice number is unique and sequential
	Project name or code is included

2. Check Work or Materials Delivered

	Description of work or materials matches the contract
	Quantities and units align with purchase orders or agreements
	Completion dates correspond to project milestones
	Any change orders are documented and approved

3. Confirm Pricing

	Unit prices match contract or negotiated rates
	Total calculation is correct
	Taxes and fees are accurate and applicable
	Discounts, allowances, or credits are correctly applied

4. Review Payment Terms

	Payment due date aligns with contract
	Payment method is specified
	Any early payment discounts or late fees are noted

5. Cross-Check Against Budget

	Cost aligns with budgeted line item
	No duplicate charges
	Variances are explained and documented

6. Approvals

	Supervisor or project manager approval obtained
	Accounting or finance department review completed
	Invoice ready for payment processing

Notes / Exceptions	
--------------------	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.