**New Mexico DOT Traffic Safety Division**

**Contract File Checklist**

**Contract Name:**

**Project Number:**

**Fiscal Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Make sure all forms face the same direction.**

**First Tab Documents Should Include:**

Cost Control Sheet (Top)

Executed Agreement Letter to Include Award Date, FAIN & CFDA Numbers

Executed Contract/Agreement & Amendments (if Applicable)

Certifications and Assurances

Project Information Sheet

Office of General Counsel Contract Brief Form

Debarment form (Bottom)

**Second Tab Documents Should Include:**

Claims should be in the order received with the top claim being September (Final Claim)

Purchase Order (Top)

Voucher (Payment Tab)

Authorization Checklist

Invoice Reimbursement Claim, Deliverables and Backup Documentation (Bottom)

**Last Tab Documents Should Include:**

File Contract Checklist (Top)

Risk Assessment

Site Monitoring Visits report Signed

Letter(s) approving changes to budget (if applicable)

Property Agreement and Inventory Record (if applicable)

Copies of equipment requests approved by NHTSA (if applicable)

Correspondence (emails, documentation-recommended) related to the program

Reports monthly, quarterly, final according to scope (Bottom)

Reviewed By:

**Program Manager**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Finance**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_