

## APPENDIX 1 D

### Board of Regents of the University System of Georgia

#### Delegation to the campuses of approval of invoices for Professional Services, Surveying, Geotechnical Services and Periodical Estimates for Contractors

The Board of Regents has delegated approval of all invoices for Design Professionals, Consultants and Contractors to the President or his/her designee. Upon approval by the campus, invoices should be forwarded to the appropriate entity for payment, with a copy forwarded to the BOR Program Manager (PM). With this delegation comes the responsibility for careful review of the invoice for contract conformance, accuracy and particularly to ensure that billings do not exceed the progress of the work.

This delegation of approval of invoices does not change the campus authority to contract or amend contracts or agreements. Contracts and amendments that require approval of the Vice Chancellor for Facilities must be approved in advance of the work or activity taking place.

It is also required that the Design Professional includes a comparative project schedule (See App. 3 M and 3 N) with each invoice of payment. This is done to give the campus and this office a simple way of monitoring the progress of projects. The schedule should be reviewed by the campus and forwarded to the BOR Program Manager along with the copy of the approved invoice.