

# Professional Agreement Invoice and Progress Report

Idaho Transportation Department



**This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.**

Key Number	Project Number ITD RP 251	Project Name ITD Dangers of Distracted Driving	Date 7/11/2016
Agreement Administrator John Tomlinson		Progress Report Number KLK576-3	Agreement Number UI-16-03
Consultant			Report/Billing Period (From and To) 6/1/16-6/30/16
Certification of Payment Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	Certification Date	PSA Number	Invoice Number Invoice #1
Description of Work Accomplished During the Month The project team continued working on several of the project tasks: documenting existing resources, developing and testing an interactive presentation, developing a website for competition, and defining competition rules and regulations. Work also continued on analyzing the data collected in different high schools. A draft report summarizing the findings will be shared with the project team during the month of July.			
Summary of Work Completed to Date (Milestones Completed and Dates) See Gantt Chart.			
Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity Requiring a Supplemental Agreement or Time Adjustments			
Consultant's Signature		Printed Name and Title Ahmed Abdel-Rahim, Principal Investigator	

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**This page must be filled out by the Agreement Administrator.**

Key Number	Program (Work Authority)	Progress Report Number 3	Agreement Number UI-16-03
Report Reviewed By			Review Date
The Following was Initiated			

## Status Report

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage measurements of progress to this report are required.

Agreement Time 15 months	Time Passed 6 months	Percent of Agreement Time Elapsed 40.00%	Percent of Work Completed 45%
Original Agreement Amount \$74,000.00	Supplemental(s) \$0.00	Current Agreement Amount \$74,000.00	Payments (Including this Payment) \$281.70
Percent of Agreement Dollars Paid 0.38%			
Certification of Payment Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No	Certification Date	<b>Fixed Fee</b>	This Invoice \$
			To Date \$
			Negotiated \$
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number Invoice #1		This Payment Amount \$281.70	

**Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.

**Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature	Date	Second (Independent) Reviewer's Signature
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