

## DEPARTMENT OF PUBLIC WORKS

DEPARTMENTAL OFFICIAL – FINAL PAYMENT CERTIFICATE CHECKLIST -  
CONTRACT ENTERED INTO BY WAY OF QUOTATIONS

SERVICE DESCRIPTION: ZNQ: .....

I report as follows:-

1. ☐ The Final Account has been approved by .....
2. ☐ The Final Account checklist report was prepared by .....
3. ☐ The **penalties**, if any, for late completion of the work on this project have been checked and are correctly reflected in the **Final Payment Certificate**, taking into consideration.
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> the contract period specified,  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> the commencement date as stipulated in the letter of contract award,  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> the Departmental letter confirming completion and date thereof, and   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> the due date /extended due date for completion as per official letter | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
4. ☐ A penalty reconciliation schedule has been compiled on attached sheet. ☐ A ☐ NA
5. ☐ Previous payments made Departmentally to the contractor correlate with the amounts shown in the Final Certificate.

I therefore recommend that final payment be made on this contract.

Report by (name)..... on this ..... day of ..... 20 ....

Signature

Rank

AGREED / NOT AGREED

REGIONAL MANAGER

DATE

! Please check 1 above

Legend:

A = Penalties are applicable and reconciliation sheet is attached.

NA = Penalties are not applicable