

**PHILADELPHIA INTERNATIONAL AIRPORT
INSTRUCTIONS FOR COMPLETING
INVOICE SUMMARY FORM**

I. USE OF AUTHORIZED FORMS

Use this authorized Invoice Summary Form (ISF) to file invoices with Philadelphia International Airport (PHL). Do not change or amend this approved form in any manner, except to add more rows for additional subcontractors if required. The ISF is available on PHL's website at: www.phl.org/Business/Reports or in hard copy from the Accounts Payable Department. Note that **all** subcontractors are to be listed on the ISF.

To facilitate accuracy in reporting, it is recommended that DBE and M/W/DSBE subcontractors be listed first.

II. REPORT ALL M/W/DSBEs EVERY MONTH

Every M/W/DSBE firm whose contract is counted toward achievement of the participation requirement must appear on the ISF every month. If there is no invoice activity for a M/W/DSBE in any given month, enter "0" in the column, "Amount this Invoice".

Note that all other information that is entered must be current and correct.

III. TOP PORTION OF INVOICE ATTACHMENT FORM

A. Name of Prime Contractor

Enter name of Prime Contractor.

B. Type of Contract Services

Enter brief description of type of work being performed.

C. Original Contract Amount

Enter the original amount of the Prime's Contract.

D. Total Current Contract

Enter the current total contract limit, including original and any amendments to the Prime's Contract.

E. Invoice Period

Enter the start and end dates for the services being reported, i.e. 01/01/2012 to 01/31/2012.

F. Contract #

Enter the contract number.

G. Encumbrance #

Enter the encumbrance number assigned, if applicable.

H. Payments Received

Enter the sum total of payments received as of the date of the report.

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I. Retainage Withheld

For Public Works contracts, enter the amount of retainage withheld. All other contracts or if none for Public Works, enter 0.

J. Date Submitted

Enter the date the report is submitted.

IV. LEDGER PORTION

A. Name, Location & Description of Work

For all subcontractors, enter the subcontractor's name, location (city, state and zip code) and brief description of work.

B. Percentage Committed Per Contract

For all DBE and M/W/DSBE subcontractors, list the percentage committed to each as per your Solicitation and Commitment (S&C) form submitted by your firm in response to the original Request for Proposal.

If the subcontractor does not meet the requirements stated above to be classified as a DBE or M/W/DSBE, the percentage entered in this column **must be "0"**.

C. Classification of Subcontractor(s)

Only those subcontractors who meet the DBE or M/W/DSBE eligibility requirements may be classified as such on the ISF.

Assign classifications as follows:

1. **DBE** Place an "X" in this column only if the subcontractor is a federally certified DBE.
2. **MBE** Place an "X" in this column if the subcontractor is also a minority-owned company listed in the registry with the Office of Economic Opportunity (OEO). Thus, a subcontractor can be classified as both DBE and MBE, or, just MBE.
3. **WBE** Place an "X" in this column if the subcontractor is a woman-owned company listed in the registry with the Office of Economic Opportunity (OEO). Thus, a subcontractor can be classified as both DBE and WBE, or just WBE.
4. **DSBE** – Place an an "X" in this column if the subcontractor is a disabled-owned company listed in the registry with the Office of Economic Opportunity (OEO). Thus, a subcontractor can be classified as both DBE and WBE, or just WBE.

D. Current Total Subcontract Amount

Enter the current total subcontract amount.

E. Total Payments to Date

Enter the sum of payments that have been made to that subcontractor as of the date of the report. Note that this column should not contain diminishing amounts, i.e., a succeeding month's entry lower than the preceding month's entry. If this occurs, PHL may request an examination of additional records to verify the correct amount.

F. Amount of This Invoice

Enter the amount of the subcontractor's invoice being submitted with this report.

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G. Percentage Amount Complete

This cell will update automatically: Sum of Total Payments to Date plus Amount this Invoice, divided by Current Total Subcontract Amount. This percentage should equal the progress of that subcontractor's work.

H. Totals

Fill out totals as follows:

1. **SUBCONTRACTOR TOTALS** – Totals for all subcontractor data reported. This cell will automatically calculate.
 2. **PRIME CONTRACTOR TOTAL** – Totals attributed to work performed by prime contractor.
 3. **TOTAL THIS INVOICE** – Sum of the Subcontractor Total and Prime Contractor Total for the current invoice. Must match the amount of the invoice. This cell will automatically calculate.
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All questions regarding these instructions can be addressed to: accountspayable@phl.org.