| OPERATION REFERENCE | | OPERATION NAME | | | | | | | | | Availability of Documentation | | | | | | | | |

Invoice / RR Number *(as inserted in MCIS)*	Contract Ref No. *(as inserted in MCIS)*	Was payment executed in line with the payment schedule in the contract?			Is the invoice covered by a valid performance guarantee?			Is the Insurance Policy a costed BoQ item?			Is the Insurance Policy valid and compliant with the Contract Conditions?			Is an MA approval to the contract modification/s in file?			For contracts above the EU threshold, for the approval of new rates / items only, was this published in the OJEU?			Has the contract increased in value following the MA approved modification/s to the contract ?		
		Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A