Invoice Status Certificate - ISC

European Fund for the Integration of Third Country Nationals (IF) Annual Programme 2012

Project Details

Name
Code

Contract Information

Comm. Level No.
Contract Code — **Contract Date**
Description

Financial Component	(Euro)	Allocation (Euro)	Disposal (Euro)
Eligible Expenditure	430.70	430.70	430.70

Remarks

Guarantees

Date/Remarks	Type	Reference	Executed	Amount (Euro)

Invoice Details

Certificate Date
Invoice No. — **Invoice Date** 16/10/2013
Trade Name — **VAT No.** -
Address
Account Holder
Account No.
Bank
Invoice Description
Remarks

Financial Component	Allocation (Euro)
Eligible Expenditure	430.70
Total	430.70

Financial Details

Financial Component	Financial Source	Percentage (%)	Amount (Euro)
Eligible Expenditure	Community	75.00	323.03
Eligible Expenditure	National Private	25.00	107.68

Notes/Remarks:

Checklist - Certify Work_Beneficiary

Is the original invoice and/or request for reimbursement and any other required documents attached? Yes No

Validation of Documents

- Is the expenditure being claimed in line with the 'grant agreement' issued by the Responsible Authority? Yes No
- Is the line item on the invoice eligible? Yes No
- Is the invoice / request for re-imbursement based on a valid contract/purchase order/authorisation? Yes No
- Does the invoice reflect the schedule of payments in the respective contract? (if applicable) Yes No
- Are the following details on the invoice and / or request for reimbursement all correct: date, line item, quantity, amount, contractor's details and/or entity's details, VAT element? Yes No
- Is the amount on the invoice arithmetically correct? Yes No
- The ISC must be final not a draft. Was the Certify Work Beneficiary level (Payment Authorisation section) marked as "Complete" prior to generation to this ISC? Yes No

Delivery of product/service:

- Unless the invoice is for an advance payment, have the works/products/services been delivered according to contract specifications / Terms of Reference? Yes No Advance Payment

Compliance with National and Community rules:

- Have relevant National and Community rules, including Public Procurement Regulations, Manual of Procedures (if applicable) and Rules on Eligibility been complied with? Yes No

Double Funding:

- Has this expenditure be financed from any other EU funds or national budgets? Yes No

  If no, it is hereby being declared that this expenditure has not been financed from any other EU funds or other national budgets and does not give rise to double-funding.

Signature: **Date:**

IF 12/04_Certify

Checklist - Confirmation_RA

Ensuring that the Beneficiary carried out the required checks:

- Has the Beneficiary carried out the required checks and completed the Invoice Status Certificate (ISC) as required and updated the SIS? Yes No
- Have relevant National and Community rules, including the Public Procurement Regulations, the Manual of Procedures (if applicable) and Rules on Eligibility been complied with? Yes No
- Has the Beneficiary uploaded the invoice or equivalent into the SIS? Yes No
- Does the payment correspond to a valid contract/Agreement/Purchase Order/Authorisation? Yes No
- Is the amount requested arithmetically accurate? Yes No
- Is the correct co-financing rate being claimed for payments? Yes No
- Have all supporting documentation been checked according to the RA checklist? Yes No

Delivery of product/service:

- Has the correct commitment been raised through the DAS by the respective Accounting Officer in respect to direct payments (if applicable)? Yes No Not Applicable
- Does the commitment and the invoice have common recipient names, common corresponding VAT identification numbers and analogous amounts? Yes No
- Upon confirmation of the above, has the RA confirmed the status of Confirmation by Responsible Authority as complete in the SIS? Yes No

Signature: **Date:**

Responsible Authority - Financial Control Unit

Checklist - Acceptance_Treasury

Checking the Invoice and ISC:

- Have the Beneficiary and the RA completed, checked and signed the ISC? Yes No
- Are the documents attached to ISC original if applicable? Yes No

Confirming the commitment:

- Is the commitment issued by the Accounting Officer in the Ministry accurate?	Yes	No
- Has the commitment been produced out of the correct incidence of charge - budget line?	Yes	No
- Is the invoice or equivalent in line with National rules?	Yes	No
- Is the correct co-financing rate being claimed for payments?	Yes	No

SOLID System (SIS) 2007-2013:

- Have the Beneficiary and the RA marked the status of the ISC as complete in the relevant section of the SIS 07-13?	Yes	No

Signature: **Date:**

Treasury