

Pay Applications Checklist

Major Capital Construction

ALL Invoices and Pay Apps



Date stamp
Logged
Initial Review for content
Distributed

Content Review

Clerical

- ☐ AIA G702 & 703
- ☐ Signed by contractor
- ☐ Notarized
- ☐ Confirm PO number
- ☐ Contract values and status of change orders

Detailed Review

PM

Pencil Copy

- ☐ Attached

Unit Price - JOC Contracts

- ☐ Attach the consultants notes verifying quantities. Unit Price contracts can not be paid on a percentage complete basis.

Pay App - AIA G702 & G703

- ☐ Value of application matches Pencil Copy
- ☐ Correct Application Number and dates.
- ☐ Correct Period Reporting Dates – Applications support docs

Proof of Stored Materials

- ☐ Bill of Lading
- ☐ Delivery receipts
- ☐ Pictures of materials if not personally visiting site, must be
- ☐ Insurance for stored materials reviewed by Risk Management

Sworn Statement

- ☐ General contractor
- ☐ Sub contractors with suppliers or subs values over \$1,000
- ☐ Signed and notarized
- ☐ Use a matrix or sworn statement to track

New format to be developed.



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Waivers

- ☐ Use a matrix or sworn statement to track
- ☐ Partial Conditional Waivers required from the General for the amount of the payment request.
- ☐ Partial Unconditional Waivers from the General and each sub on the sworn statement for the amount of payment received.
- ☐ Full Unconditional Waivers for each sub, supplier when paid in full. Must have before final release of retention is made.
- ☐ Must have date, name and address of company
- ☐ Signature and printed name of authoized employee
- ☐ Value on partial unconcitional waivers
- ☐ Full Conditional Waivers from General at time of retention release.



Certified Payroll - Federal WH-347

- ☐ Use a matrix or sworn statement to track
- ☐ Correct project
- ☐ Signatures on certification page, filled out completely
- ☐ Reivew Documents for pay period billing, can be behind at the beginning of the job.
- ☐ No social security numbers (black out)
- ☐ Work classifications listed as specified on the prevailing wage schedule published by the state of MI.
- ☐ Proof of certified apprenticeship program
- ☐ Rate Schedule, rate of pay to be verified against prevailing
- ☐ PM to fully review application. Once completed and all documents are received mark application "Approved for payment" full signature and date.
- ☐ Fill out tag for payment date.