**Issued:** April 25, 2022

**PURPOSE:**

To establish process for paying contract progress payments.

**DEFINITIONS:**

PMWeb, WD-Workday

**POLICY GUIDELINES:**

* Accountant reviews pay application and verifies the following information:
  1. Purchase order number
  2. Original contract sum
  3. Net change by CO’s (through CO#)
  4. Contract sum to date
  5. Previous certificate payment amount
  6. Architect’s signature if applicable
  7. If M/WBE (minority/women) subcontractors are being paid for this period, make sure they are listed on line 8A of 1st page of App and their invoices are attached to Direct Pay exhibit D2.
* On continuation sheet, make sure contractor/subcontractor names are listed in column B beside the description of work.

1. Scheduled value (column C) should = contract sum to date on front of App (line #3)
2. Column D less 10% should = line #7 (If retainage is variable adjust calculation accordingly)
3. Column E less 10% should = line #8 (If retainage is variable adjust calculation accordingly) or Column E + Column F less 10% = line 8
4. Total completed & stored to date Column G = line 4
5. Column G % = total completed/contract sum to date
6. Column H + Column I = line #9
7. Column I = row 5
8. Add Pay App line #9 + #8 + #7 = line #3

* Review the lien waiver summary sheet (exhibit B2). An interim lien waiver (exhibit B3) should be submitted by the contractor and each subcontractor that was paid on a previous pay application. A final lien waiver (exhibit B4 should be submitted with the final payment application.

1. Verify the vendor name
2. Verify the amount paid from previous application
3. Verify that the lien waiver amount matches what is listed on the lien waiver summary sheet
4. Verify that the lien waiver has been notarized

* Log into PMW and enter the pay application detail information
* Attach the pay application
* Submit into workflow for approval by project manager and property accounting
* Check pay application within 2 weeks for payment status