



## **CONTRACTOR'S PAYMENT PROCEDURE OUTLINE**

1. Contact the DASNY Representative for a copy of the latest DASNY Application for Payment appropriate for your contract.
2. Use the DASNY Application for Payment to create an updated “review” or “pencil” copy of a payment request.

For payments in JDE, the contractor or the DASNY Representative handwrites the proposed payment amount in the “Billing Amount” column. Do not create any new line items on this form.

For payments in Contract Manager, the proposed payment amount can be determined in one of the following ways:

- The Contractor marks up the Work Completed This Period/Billing Request Amount for each item
- The Contractor marks up the Percent Complete for each item
- The DASNY Representative proposes the appropriate values for Work Completed This Period for each item
- The DASNY Representative proposes the appropriate values for Percent Complete for each item

3. Submit the completed review copy to the DASNY Representative.
4. Upon approval of the review copy, the DASNY Representative will notify the Contractor to submit a formal package of an Application for Payment along with all of the supporting documentation.

### **The following items constitute a complete formal payment package:**

Note: For an original signature, it is recommended that you use **blue ink**. When multiple copies of a form are required, the copies do not require ink signatures. The same is true for any form requiring a notary stamp.

1. **Application for Payment – Signed and Notarized**

Using the approved version of the review copy, contractor submits a formal *Application for Payment* to the DASNY Field Office. **Use the checklist on the form to ensure that all back-up documentation is included with the *Application for Payment*.**

2. **Payroll & OSHA Certification Form – Signed**

The contractor and each subcontractor must submit a signed *DASNY Payroll & OSHA Certification* form with their actual *certified payroll* attached.

Note: All payrolls are reviewed for continuity of dates. Any payment that does not contain the payroll of those parties who worked on site, or is incomplete in regard to the dates of the billing period, will be rejected.

3. **Compliance Report – Signed**

This report is to be updated for each payment application. It is to include all M/WBE suppliers and subcontractors and Non-M/WBE firms with a Total Value of Subcontract/PO over \$10,000.



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4. **Payment Checklist** – (if required by DASNY Representative)  
The contractor fills out only the heading portion of this form.
5. **Other Documentation** – (if required by DASNY Representative for special payment provisions, e.g., Materials Stored Off-Site, Reduction of Retainage, Final Payment)  
Review any additional requirements with the DASNY Representative.

Submit three payment packages in total, one original package (with original signatures) and two copies.

1. The Original Application for Payment bears original signatures and includes all back-up documentation. This package is reviewed, signed and dated by PM and forwarded to Accounts Payable, and becomes the official record copy of the Application for Payment.
2. The Project Management Copy is held and filed as a reference copy within Project Management.
3. A File Copy is held by the DASNY Representative (at the field office).

**Note:** Packages #2 & #3 above may be photocopies of package #1. To reduce the volume of photocopies, the actual certified payroll of each prime and subcontractor need not be included in the PM's package; however, the Payroll Certification form from the prime contractor and each subcontractor performing work during the payment period is included in the PM's package.

**Note:** Depending upon project organization, the File Copy may be deleted and only a PM Copy is required (e.g., for small projects) or a fourth payment copy may be required (one for CM and one DASNY Field Representative, e.g., for larger projects).