



**PAY APPLICATION No. 2 ONWARDS (Excludes final payment)
Procedures**

- Contractor Monthly Pay Application to include the following **(1)**:
 - *Application and Certificate For Payment*
 - *Approved Schedule of Values*
 - *Board approved change orders and signed change order forms(as appropriate)*
 - *Conditional Waiver & Release Upon Progress Payment*

- Contractor reviews draft Pay App with Project CM. All edits to be reviewed and incorporated by Contractor.**(2)**
The following will be reviewed:
 1. *Application Number*
 2. *Application date. If revised, date needs to be revised to current date*
 3. *Schedule of values*
 4. *Percentage complete*
 5. *Math*
 6. *Retainage*
 7. *Paid to date amount*

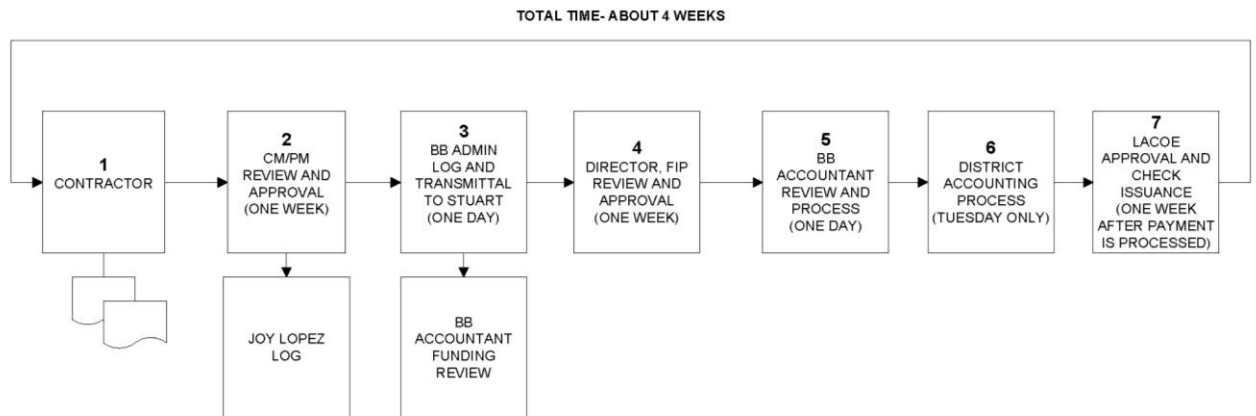
- Contractor submits five (5) copies of each Pay App to CM with the following signatures included:
 1. *Contractor*
 2. *Affidavit under penalty of perjury*
 3. *Notary public for last pay app (prior to final retention pay app)*

- CM obtains the following additional signatures:
 1. *Architect (certifying quality & progress of work is in accordance with Construction Documents)*
 2. *Inspector*
 3. *Construction Manager*
 4. *PM Initial*

- Pay App transmitted to Director FIP's Office.

Batch processed Tuesday only. Pay apps received after COB Thursday at BB offices WILL NOT be processed in weekly Tuesday batch:

- Measure BB Admin Assistant logs pay app (3)
 - Pay App provided to Director, FIP for signatures (4)
 - Once approved, Pay App transmitted to Measure BB Accountant (5)
 - Measure BB accountant processes pay app and submits batch at District Office (6)
 - Tuesdays Pay App batch submitted to LACOE (7)
- Once processed, LACOE sends check to District Office. District Office communicates to BB Office. Check is made available at BB office for contractors to collect. Measure BB Admin Assistant informs CM. Contractor picks up check and signs Check Release Form.



*Pay App Processing Time: Minimum of 4 Weeks