**SAMPLE – APPLICATION FOR PAYMENT OF CONTRACT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| þÿ |  | ***APPLICATION FOR PAYMENT OF CONTRACT*** | | | | | | | | | | | |
|  | Payment Application Number: | | | | | | **1** | | | Date: | | **1/1/06** |
| Payment Amount Requested: | | | | | $ | | **16,100.00** | | | | for work completed |
| during the period from | | | | **12/1/05** | | | | | | to | **12/31/05** |
| in accordance with contract dated | | | | | | | **November 1, 2005** | | | | |
| in the amount of | | $ | **500,000.00** | | | | | for work on the following project: | | | |
| Project Name: | **Parking Lot Renovation** | | | | | | | | | | |
| Project Location: | | **Western Campus** | | | | | | | | | Project # **1234** |

|  |  |  |
| --- | --- | --- |
| ***Subcontractors and Suppliers List*** | | |
| **Name** | **Trade or Materials** | **Contract Amount** |
| ABC Company | Roofing | $10,123.50 |
| Apple Construction | Carpentry | $9,876.10 |
| Best Plumbing | Mechanical | 11,555.50 |
|  |  |  |
|  |  |  |
|  |  |  |

# 123 Improvements Fancy Designs

***Contractor***

***Architect/Engineer***

Company Name Company Name

# 555 Best Street 456 Graphic Avenue

Street Address Street Address

# Anywhere, Ohio 44111 Anywhere, Ohio 44111

City, State, Zip Code City, State, Zip Code

*John Doe Jane Smith*

Authorized Signature Authorized Signature

Date: January 1, 2006 Date: January 7, 2006

***FOR COLLEGE USE ONLY***

I hereby certify that this Contractor has completed % of the contract.

**Contract Completion Statement:** All work has required for this contract was completed on and accepted on and said work has been carefully checked out and found to be strictly in accordance with all drawings and specifications.

|  |  |  |
| --- | --- | --- |
|  | Original Amount of Contract |  |
| *Purchase Order Number* | Plus Contract Additions |  |
|  | Less Contract Deductions |  |
| *Account Number* | Adjusted Contract Amount |  |
|  | Total Cost of Work Performed to Date |  |
| *Construction Manager or Project Manager* | Less Amount Retained |  |
|  | Net Amount Earned on Contract to Date |  |
| *Director, Capital & Construction* | Less Amount of Previous Payments |  |
|  | Balance Due This Payment |  |

*Vice President, Capital, Construction & Facilities*

**Sample -Application for Payment of Contract**