2-C Payment Application Checklist

Application/Certificate of payment applications MUST include the following. Failure to submit any of the following will deem the Application/Certificate of Payment incomplete and subject to rejection. Follow the link to the website for the necessary documents.
https://wikispaces.psu.edu/display/OPPDCS/Division+00++Procurement+and+Contracting+Requirements

*For e-BUILDER projects, documents will need uploaded separately into e-BUILDER based on the type of document. Refer to the most recent version of the UM_PSU_ContractorPayApp user manual located in e-BUILDER.

First Payment

☐ 2-C Application/Certificate of Payment – must be signed by the Contractor, the OPP Representative, and if applicable the AE Representative. The correct PSU Project Number must be provided on the form
☐ Breakdown of charges or a Schedule of Values / Continuation Sheet
☐ *Steel Certifications
☐ *Weekly Payroll Certification

Progress Payment

☐ 2-C Application/Certificate of Payment – must be signed by the Contractor, the OPP Representative, and if applicable the AE Representative. The correct PSU Project Number must be provided on the form
☐ Breakdown of charges or a Schedule of Values / Continuation Sheet
☐ *Steel Certifications
☐ *Weekly Payroll Certification

Final Payment

☐ 2-C Application/Certificate of Payment – must be signed by the Contractor, the OPP Representative, and if applicable the AE Representative. The correct PSU Project Number must be provided on the form
☐ Breakdown of charges or a Schedule of Values / Continuation Sheet
☐ *Steel Certifications
☐ *Contractor's Affidavit for Final Payment & Waiver of Mechanics Liens
☐ *Consent of Surety to Final Payment
☐ *Construction Waste Management Documentation
☐ *OSHA Recordable Accident Data – “PSU OPP Contractor_Safety_Requirements Appendix D Safety”
☐ *Weekly Payroll Certification