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

First Payment
☐ 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
☐ Schedule of Values / Continuation Sheet
☐ Steel Certifications
☐ OSHA 30-Hour Certified
☐ Waste Management Plan
☐ Site Specific Safety Plan
☐ Weekly Payroll Certification
☐ PSU Diverse Business Utilization Report non-DGS projects only
☐ Small Diverse Business Utilization Report (SDBUR) for DGS projects only

Progress Payment
☐ 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
☐ Schedule of Values / Continuation Sheet
☐ Steel Certifications
☐ Weekly Payroll Certification
☐ PSU Diverse Business Utilization Report non-DGS projects only
☐ Small Diverse Business Utilization Report (SDBUR) for DGS projects only

Final Payment
☐ 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
☐ 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
☐ PSU Diverse Business Utilization Report non-DGS projects only
☐ Small Diverse Business Utilization Report (SDBUR) for DGS projects only