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
- 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