

## Certificate Of Payment Process

1. Contractor brings to designated Job Conference one Certificate of Payment marked “Pencil,” which includes:
  - a. PSU Application/Certificate of Payment (COP) form
  - b. Schedule of Values
  - c. Copy of fully-executed Change Orders if included in payment
2. Physical Plant Representative and Professional review above paperwork
  - a. If everything is correct
    - i. Contractor should produce an Executed COP and have it signed by the contractor, A/E and Physical Plant Representative
    - ii. Send completed COP to PSU Physical Plant Financial Assistant at [oppdc-payments@PennStateOffice365.onmicrosoft.com](mailto:oppdc-payments@PennStateOffice365.onmicrosoft.com)
  - b. If changes need to be made
    - i. The contractor will make the changes and re-issue the COP to the group
    - ii. Once all parties agree to the changes, the Contractor should produce an Executed COP and have it signed by the contractor, A/E and Physical Plant Representative
    - iii. Send completed COP to PSU Physical Plant Financial Assistant at [oppdc-payments@PennStateOffice365.onmicrosoft.com](mailto:oppdc-payments@PennStateOffice365.onmicrosoft.com)
3. Contractor must email the PSU Physical Plant Financial Assistant at [oppdc-payments@PennStateOffice365.onmicrosoft.com](mailto:oppdc-payments@PennStateOffice365.onmicrosoft.com), the necessary documents based on the payment number and contract being used. See Payment Applications Checklist. The COP should be submitted as a PDF via email. If the document is too large, contact the Financial Assistant to set up a Box folder for electronic file transfers.
4. Upon receipt of COP, the Financial Assistant will
  - a. Check all the paperwork has been submitted
  - b. Check Certified Payroll is included
  - c. Check math
  - d. Enter information into computerized project management system
  - e. Upload PDF file
  - f. Route through PSU for approval



## 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*