



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*