



## 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***