

PROCEDURE 10  
PAY REQUEST SUBMITTALS

PURPOSE

This procedure establishes steps for processing pay requests or invoices for progress or final payment of an engineering service or construction contract with the ECUA.

I. Engineering Service Payment Request

Engineering Service Payment Requests will be submitted to the ECUA Engineering Department in duplicate on the Engineer's letterhead or normal invoice and shall show:

- A. Project Title and/or Description
- B. Project Number (ECUA and Engineer's)
- C. Chargeable Elements from Contract with Dollar Amounts
- D. Accumulative Charges for Each Element
- E. Accumulative Total Charges
- F. Retainage as Stipulated in Contract, Percentage and Dollar Amount
- G. Accumulative Amount Due This Request
- H. Accumulative Previous Payments
- I. Net Amount Due This Request
- J. If it is not clear from (C) and (D), a brief description and breakdown of the work and charges for current period will be included. (Separate Page).

II. Construction Contracts

- A. Construction contracts with Consulting Engineer acting in the capacity of "Engineer".
  1. The Contractor will submit to the "Engineer" in triplicate on the Contractor's letterhead or normal invoice, the request for payment and shall show:
    - a. Project title and/or description
    - b. Project number (ECUA and Engineer's)
    - c. Accumulative total charges
    - d. Retainage as stipulated in contract, percentage and dollar amount
    - e. Stored material for which payment is requested
    - f. Accumulative amount due this request
    - g. Accumulative previous payments
    - h. Net amount due this request
    - i. In addition, the Contractor will supply the

following additional information:

- (i) For a unit price contract or a lump sum contract with required itemization of project elements: Complete a detail "Periodic Estimate for Partial Payment" form such as form HUD-4207.
  - (ii) For a lump sum contract without itemization requirement, a brief description of work completed during the current period will be included on a separate page.
2. The Engineer upon receipt, and within the time allowed by Contract, will carefully review the Contractor's request as to accuracy and the reasonableness of the estimates.
  3. The payment request may be returned to Contractor if review indicates inaccurate and incorrect estimates.
    - a. The Engineer will then transmit the above to the ECUA Engineering Department with his recommendation.
    - b. Any minor corrections or changes will be worked out with Contractor before forwarding to ECUA.
    - c. Any significant corrections or changes will necessitate a rejection back to Contractor with copy to ECUA.
- B. Construction Contracts with the ECUA, Engineering Department acting as "Engineer".
1. The Contractor shall submit directly to ECUA Engineering Department the same information as noted in II., A., 1. above.
  2. The Engineer upon receipt and within the time allowed by Contract, will carefully review the Contractor's request as to accuracy and the reasonableness of the estimates.
  3. The payment request may be returned to Contractor if review indicates inaccurate and incorrect estimates.

### III. Review

The ECUA Engineering Department upon receipt of an approvable pay request:

- A. Will prepare an internal Voucher to be submitted to Finance through the Engineering Department Director. The Voucher in addition to stating the amount and to whom to be paid, will make reference to budget authorization, ECUA Board authorization and the time frame in which payment must be made in accordance with the Contract.
- B. Any minor corrections or changes will be worked out with the Engineer or Contractor prior to vouchering.

### IV. Final Pay Request

In addition to requirements previously stipulated, final payment requests must include: 1) Release of Lien and 2) Warranties; properly executed.