

Capital Accounting Construction Services Invoice Procedure

Purpose:

Use this procedure for reviewing billing requirements for Contractors who are providing construction or any public works services.

Procedure:

1. Contractors submitting construction invoices under \$25,000 will not be required to submit a payment application (unless they want to submit one). Construction invoices under \$25,000 may be submitted as an invoice using the following criteria:

Invoices < \$1,000

May submit a standard invoice or incremental invoices. The following information must be on the invoice. A sample invoice is attached (Exhibit A).

- PO #
- Date
- Date of work done
- Personnel who did the work
- Description of the work done
- Hours of work done
- Rate charged for the work done
- Financial Contract Summary
- Conditional waiver and release of final payment (if applicable)

Invoices > \$1,000 < \$25,000

Invoices must have the following:

- PO#
- Date
- Financial Contract Summary
- Conditional waiver and release of final payment (if applicable)

And, must submit certified payroll. If the certified payroll submitted has the following information then it does not need to be on the invoice:

- Date of work done
- Personnel who did the work
- Description of the work done
- Hours of work done
- Rate charged for the work done

2. Any invoice over \$25,000 must be submitted as a payment application with 5% retention, waivers, G702, schedule of values, etc.

Invoices > \$25,000

(Exhibit B: G702 – Payment Application & G703 – Schedule of Value Samples)

End of Document

Exhibit A Invoice

Your Organization

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555

Invoice #
Date: xx/xx/xxxx

Bill To:

EAST SIDE UNION HIGH SCHOOL DISTRICT
ATTN: CAPITAL ACCOUNTING DEPARTMENT
SEND TO: CapAcctg@esuhsd.org
830 NORTH CAPITOL AVE.
SAN JOSE, CA 95133

For: (JOB DESCRIPTION)

- 1. Service description
- 2. PO number
- 3. Project number
- 4. Project Name & Description

DESCRIPTION	DATE	HOURS	RATE	AMOUNT
1. Name of Person who performed services 2. Type of Services 3. Any Reports				
SAMPLE				
TOTAL				

FINANCIAL CONTRACT SUMMARY

ORIGINAL CONTRACT AMOUNT	\$XXXXXX
APPROVED CHANGE ORDER AMOUNT	\$XXXXXX
INVOICED AMOUNT BILLED TO DATE	\$XXXXXX
TOTAL REMAINING BALANCE	\$XXXXXX

Make all checks payable to: **Your Organization**

Thank you for your business!

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: East side Union High School District
830 North Capitol Avenue
San Jose CA 95133

APPLICATION NO: _____
 APPLICATION DATE: _____
 PO# _____
 CONTRACT DATE: _____
 PERIOD TO: _____
 DSA # _____

Exhibit B

FROM CONTRACTOR: _____

PROJECT NAME: _____
 PROJECT No: _____

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- | | |
|--|--------------|
| 1. ORIGINAL CONTRACT SUM | _____ |
| 2. Net change by Change Orders | _____ \$0.00 |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2) | _____ \$0.00 |
| 4. TOTAL COMPLETED & STORED TO DATE
(Column G on G703) | _____ \$0.00 |
| 5. RETAINAGE: | |
| a. <u> 5 </u> % of Completed Work | _____ \$0.00 |
| (Column D + E on G703) | |
| b. <u> 5 </u> % of Stored Material | _____ \$0.00 |
| (Column F on G703) | |
| Total Retainage (Lines 5a + 5b) | _____ \$0.00 |
| 6. TOTAL EARNED LESS RETAINAGE
(Line 4 Less Line 27 Total) | _____ \$0.00 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 4 Less Total Retainage) | _____ |
| 8. CURRENT PAYMENT DUE | _____ \$0.00 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) | _____ \$0.00 |

CONTRACTOR

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

By: _____ Date: _____
 Print Name: _____
 Title: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By: _____ Date: _____
 Print Name: _____
 Title: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONSTRUCTION MANAGER

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Construction Manager certifies to the Owner that to the best of the Construction Manager's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: _____ Date: _____
 Print Name: _____
 Title: _____

PROJECT INSPECTOR

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Project Inspector certifies to the Owner that to the best of the Project Inspector's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: _____ Date: _____
 Print Name: _____
 Title: _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous Months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

SCHEDULE OF VALUES CONTINUATION SHEET

Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.

SAMPLE

APPLICATION NO:
 APPLICATION DATE: XX/XX/XXXX
 PERIOD TO: XX/XX/XXXX
 PROJECT NAME:
 PROJECT No:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE 0.05
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Condition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Overhead & Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Supervision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Bonds and Insurance (= < 2%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Mobilization (= < 1%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Layout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Submittals (= < 3%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Division 1 thru 33 (BREAK OUT & ADD LINES as applies)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Demobilization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Punch List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Close-Out/Certification Documentation (= > 5%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Change Order # 1 (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00

COLOR LEGEND:
 Blue: required but % is at the discretion of CM
 Red: required at % noted, NO EXCEPTIONS
 Black: if item pertains to your scope