



Capital Payment Application Electronic Signature Approval Procedure

Purpose:

Use this procedure to route and obtain required electronic signature for payment application processing. This procedure describes the steps required to obtain the approval signature while maintaining internal control.

Procedure:

1. Contractor are asked to send all payment applications to the District assigned Construction Manager (CM)/Project Manager (PM) on the project. CM/PM will then send completed, signed and executed payment application to CapAcctg@esuhsd.org

- A. Payment Application must include the following required documents or it will be rejected and sent back to the CM/PM:
 - i. Form 300, Completed by the CM
 - ii. G702 (Cover) & G703 (Schedule of Values) Forms
 - iii. All Unconditional & Conditional Waivers for General Contractor & any Sub-Contractors
 - iv. Retention payment requires additional documents:
 - a. Form 405
 - b. Form 406
 - c. Agreement and Release of all Claims

****Sample of types of Payment Application are included in **Exhibit C** and can be located on the website: [link](#)**

2. Payment Applications are received by Capital Accounting.

- Responsible Person: Capital Accounting Technician
- Responsible Person's Alternate: Capital Budget Manager

- A. Payment Application includes **Form 300 – Contractor Pay Application Review Certification**, which is already completed by the CM/PM
 - i. Completed G702 has all required signatures form Construction Manager, Architect of Records, Inspector of Records and Contractor.
 - ii. Capital Accounting completes **Form 004** and places it in front of the payment application before uploading the document to Adobe Sign. Form 004 is attached in **Exhibit D** and can be located in [Box](#).

- B. Signature Routing – **Form 300** identifies the routing order in [Adobe Sign](#). Forms are attached in **Exhibit D** and can be located in [Box](#).

3. Payment Application Approval – Electronic Signature (Payment Application are for Contractor Progress Billing over \$25K. Please refer to Invoice Approval for Contractor Progress Billing under \$25K)

- A. Capital Accounting
-



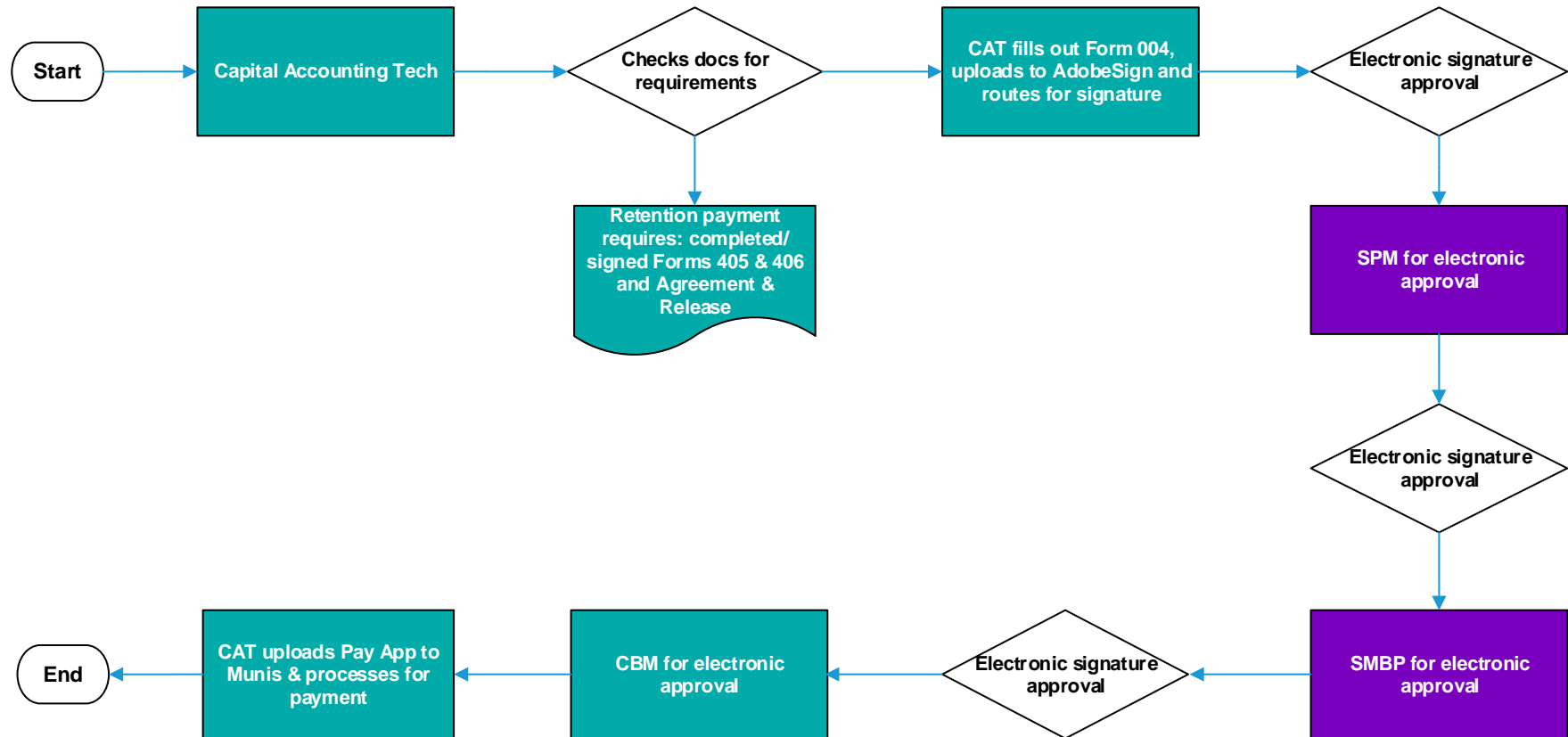
Capital Payment Application Electronic Signature Approval Procedure

- i. Courtesy check of supporting documents submitted
 - ii. Financial and budget check in MUNIS
 - B. Senior Project Manager
 - i. Recommendation to release payment
 - C. Senior Manager of the Bond Program
 - i. Signs actual payment application for release of payment
 - D. Capital Budget Manager
 - i. Signs actual invoices to verify the release of funds for payment
4. Payment Process
- A. Capital Accounting
 - i. Payment application is downloaded and printed from Adobe Sign
 - ii. Payment application is uploaded and entered for payment in MUNIS for payment processing

End of Document



Pay Application Electronic Signature Approval Process



LEGEND



Capital Planning & Development



Capital Accounting

PARTICIPANTS

CAT - Capital Accounting Tech

CBM - Capital Budget Manager

SMBP - Senior Manager of the Bond Program

CM/PM - Construction/Project Manager

SPM - Senior Project Manager

APPLICATION AND CERTIFICATION FOR PAYMENT

EXHIBIT C

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

FROM CONTRACTOR:

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

PROJECT NAME: _____

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)

\$85.00

5. RETAINAGE:

a. 5 % of Completed Work

\$4.25

(Column D + E on G703)

b. 5 % of Stored Material

\$0.00

(Column F on G703)

Total Retainage (Lines 5a + 5b)

\$4.25

6. TOTAL EARNED LESS RETAINAGE
(Line 4 Less Line 27 Total)

\$80.75

7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

\$80.75

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)

-\$80.75

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	

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: _____

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.

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: _____

SCHEDULE OF VALUES CONTINUATION SHEET

PAGE 2 OF 2 PAGES

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

SAMPLE

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
PROJECT NAME:
PROJECT CODE:

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	0.00%	\$0.00	\$0.00
	Overhead & Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Supervision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Bonds and Insurance (= < 2.5%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Mobilization (= < 1%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Layout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Submittals (= < 3%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Division 1 thru 33 (BREAK OUT & ADD LINES as applies)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Demobilization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Punch List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	Close-Out/Certification Documentation (= > 3%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$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

East Side Union High School District**300****Contractor Pay Application Review Certification**

Site Name:	Request Date:
Project Name:	Project Code:
CM Name:	Purchase Order #:
Architect Name:	DSA App #:
Contractor Name:	Pay App #:

1. Construction Manager

I hereby certify I have reviewed all of the attached documents and I have verified the accuracy and completeness of all required documents.

All Boxes Must Be Checked (if not applicable, check N/A boxes on the right):

See Note 1.

N/A

	Schedule of Values attached with this pay application has been approved.	
	Pay Application is certified by the contractor. (Notarized if required)	
	All the mathematical calculations are correct.	
	Architect of Record and Project Inspector have signed the Pay Application.	
	All the required Conditional & Unconditional Waivers have been received and are attached.	
	Only approved change orders are included in this pay application.	
	Contractor has revised the project schedule per contract and it has been accepted by CM.	
	Contractor has modified and updated the project As-Builts and it has been accepted by Project Inspector.	
	There are no Stop Payment Notices against this contractor.	
	Escrow invoice is attached (if applicable).	

*** Note 1:** Please see ESUHS Front/End General Conditions 00-72-00 Section: 19.2.1.1.2.11. & .12. & .13. CM is responsible to obtain conditional and unconditional waivers from General Contractor and each subcontractor of ANY tier and supplier to be paid from current and previous progress payment.

Print Name: _____

Signature: _____

Date: _____

Subcontractors:

2. Capital Accounting Department

	Courtesy check of supporting documents submitted
	Financial & Budget check in MUNIS

Signature: _____

Title: _____

3. Capital Planning & Development

	Recommend Release of Payment <i>(Senior Manager of the Bond Program's signature is required on Contractor Pay Application)</i>
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Signature: _____

Title: _____

East Side Union High School District**004****Capital Program Pay Application Request**

Site Name:	Request Date:
Project Name:	Purchase Order #:
Check Payable to:	Pay Application Date:
Address:	Pay Application #:

Attach original pay application. Make note of any Stop Notices on file.

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PROJECT STRING TO BE USED

PO Line #	SEG 1	SEG 2	SEG 3	SEG 4	AMOUNT
TOTAL					\$

FOR SAME PO ESCROW ACCOUNT USE ONLY

Check Payable to:
Address:
Bank Escrow Account #:

Attach original pay application. Make note of any Stop Notices on file.

PROJECT STRING TO BE USED

PO Line #	SEG 1	SEG 2	SEG 3	SEG 4	AMOUNT
TOTAL					\$

Signature: _____

Capital Budget Manager

Date: _____