

## APPLICATION AND CERTIFICATE FOR PAYMENT

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The following procedure shall be used when a Consultant, hired by the University, is responsible for the preparation of the contract documents.

1. The contractor shall submit an electronic *Application and Certificate for Payment* directly to the Consultant.
  - a) Applications shall be on the AIA G702 form or its equivalent.
  - b) The application shall have an original signature and notary seal on it.
  - c) If requested, receipts or other vouchers showing payments for materials and labor including payments to Subcontractors shall be included.
  - d) The Owner shall retain five (5%) percent of the amount of each such estimate until final completion and acceptance of all work covered by the contract.
2. At the same time, the Contractor shall provide to Planning, Design and Construction, Missouri State University, a copy of all lien waivers, and all payroll information.
  - a) Lien waivers and payroll information do not need to go to the Consultant.
3. The Consultant shall review the *Application and Certificate for Payment* and either modify them as necessary or when acceptable, approve the request by signing the electronic payment application.
4. The Consultant will then send the approved electronic payment application directly to Planning, Design and Construction, and forward an electronic copy of the approved pay request to the Contractor to keep the Contractor informed of the approval process.
5. When received by Planning, Design & Construction, the Contracts Administrator will forward the signed and approved *Application and Certificate for Payment* to the appropriate project manager in Planning, Design and Construction for the University's approval.
6. The project manager shall approve the *Application and Certificate for Payment* and return it to the Contracts Administrator.
7. Upon receipt of the *Application and Certificate for Payment* from the project manager, the Contracts Administrator will process it for payment by the University.

When there is no external Consultant involved with the project, all *Application and Certificate for Payments* with all supporting documentation shall be submitted directly to Planning, Design and Construction for processing similar to the above.

There is approximately a 2 to 3 week turn around for the pay request from the time of approval by the University Project Manager.