

Public Works/Engineering Division

CONSTRUCTION REQUEST FOR PAYMENT NO. _____

Project No: _____ Pay Period Beginning: _____ Ending: _____

Project Name: _____

Contractor Name: _____ Phone No.: _____

Completed to Date: _____ % Total Time Elapsed: _____ % Encumbrance No. A000

Original Contract Amount: \$ _____

Change Orders to Date: \$ _____

Current Contract Amount: \$ _____

Work completed to date: \$ _____

Materials stored: \$ _____

Retention held: _____ % \$ _____

Total earned, less retention: \$ _____

Previous Payments: \$ _____

Total due this pay period: \$ _____

Prepared by: _____ Date: _____
(City Construction Manager)

Reviewed by: _____ Date: _____
(Engineering Construction Manager)

Reviewed by: _____ Date: _____
(Principal Civil Engineer)

Accepted by: _____ Date: _____
(Contractor)

Approved by: _____ Date: _____
(Deputy Public Works Manager/City Engineer)

Attachment: Current invoice statement itemizing the work completed to date in accordance with the bid schedule and approved change orders.