

# Professional Services– Application for Payment Process

## Step 1

Vendor create

Application  
for Payment  
request

Submit to: **PC**

## Step 2

Project  
Coordinator  
Review request

If this is **not** the 1<sup>st</sup>  
application for  
payment, ensure the  
previous request has  
been plugged into  
upper form

- Ensure percentages  
are plugged into  
appropriate columns

Submit to: **PM  
Review**

## Step 3

PM Review

Review  
percentages

Confirm  
reimbursable  
amounts

Review LFI

Submit to:  
**District Rep**

If this is the **final**  
payment request it  
will go the PM  
Supervisor prior to  
District

## Step 4

District  
Approval

Review upper  
form and  
lower form

Review Fund  
Distribution  
blocks

Submit to:  
**Owner Financial  
or District  
Treasurer** for  
Payment  
Processing

## Step 5

Payment  
Processing

District staff  
member will create  
a voucher in own  
system of record,  
record the voucher  
in OAKS CI, pull  
voucher into  
Application for  
Payment

Submit to: **End**

# CMR/Contractor– Application for Payment Process

## Step 1

### Vendor create

Application for  
Payment request

Submit to: **AE  
Review**

## Step 2

### A/E Review request

If this is **not** the 1<sup>st</sup>  
application for payment,  
ensure the previous request  
has been plugged into upper  
form

- Ensure percentages are plugged into appropriate columns
- Ensure Certified Payroll record has been plugged into upper form

Submit to: **OA Review**

## Step 3

### Owner's Agent

If this is **not** the 1<sup>st</sup> application  
for payment , ensure the  
previous request has been  
plugged into upper form

- Ensure percentages are plugged into appropriate columns
- Review Fund Distribution blocks

Submit to: **PC Review and  
Validation**

## Step 4

### Project Coordinator

If this is **not** the 1<sup>st</sup> application  
for payment , ensure the previous  
request has been plugged into  
upper form

- Ensure percentages are plugged into appropriate columns
- Verify Certified Payroll record has been plugged into upper form
- Plug 8% into the retainage block, keep there until the project reaches 50% completion

Submit to: **PM Review**

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# CMR/Contractor– Application for Payment Process

## Step 5

### PM Review

If this is **not** the 1<sup>st</sup> application for payment, ensure the previous request has been plugged into upper form

Ensure percentages are plugged into appropriate columns

Review Retainage block

Review LFI

Submit to: **District Rep or:**

If this is the **final** payment request it will go the PM Supervisor prior to District

## Step 6

### District Approval

Review upper form and lower form

Review Fund Distribution blocks

Submit to: **Owner Financial or District Treasurer** for Payment Processing

## Step 7

### Payment Processing

District staff member will create a voucher in own system of record, record the voucher in OAKS CI, pull voucher into Application for Payment

Submit to: **End**