

Professional Service- 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 1st 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

General 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 1st 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 1st 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 1st 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**

Step 5

PM Review

If this is **not** the 1st 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?**
- 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

- **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-DB 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 1st application for payment, ensure the previous request has been plugged into upper form

- Ensure percentages are plugged into appropriate columns
- Ensure that Certified Payroll record has been plugged into upper **form(if construction stage)**
- Submit to: **OA Review**

Step 3

Owner's Agent Review request

If this is **not** the 1st 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 Review request

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

- Ensure percentages are plugged into appropriate columns
- Plug 8% into the retainage block, will not calculate until **Construction stage** once the project reaches 50% completion, zero out percentage
- Submit to: **PM Review**

Step 5

PM Review

If this is **not** the 1st 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?**

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

- **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**