

DOCUMENT CHECKLIST FOR PAYMENT

SYSTEM: _____

FACILITY NAME: _____ **Facility Code** _____

PROJECT NUMBER: _____

Submit the following documents within 30 days of signing an architectural contract:

- Architectural Contract _____
- Mandatory Addendum _____
- Architect's Insurance Certificate _____
- Approved Plans and Specifications _____ verified by DOE

Submit the following documents within 30 days for signing a construction contract:

- Publisher's or Website Affidavit _____
- Certified Tabulations of Bids _____
- Construction Contract _____
- Performance Bond _____
- Payment Bond _____
- Contractor's Insurance Certificate _____

If you have a construction manager, please send the following documents as well:

- Construction Management Firm Contract _____
- CM Bid for Proposal _____
- CM Evaluation Score Sheet _____

Submit the following documents monthly once the project has started:

- Change Orders (if any) _____
- Requests for Reimbursements (use DE Form 0263) _____

Submit the following documents after the project has been completed:

- *Final Periodical Estimate (Pay Request)* _____
- *Certificate of The Board of Education* _____
- *Architectural Certification* _____
- *Asbestos Certification* _____
- *Project Cost Certification (DE Form 0089)* _____

After the project is complete and all of the documents have been received, including the Project Cost Certification Form (DE Form 089), your system will receive the final 10% of the State funds.