

University of Illinois

DATE: \_\_\_\_\_

PAYMENT APPLICATION: PART I - PAYMENT CERTIFICATE for: (mark appropriate box)

- UNASSIGNED CONTRACTOR
- PROFESSIONAL SERVICES CONSULTANT (PSC)
- CONSTRUCTION MANAGER (CM)

Banner Doc #		
Address Sequence:		
Address Code:		
Check Print Location:		
1099?	Y	N
Encl?	Y	N
OBFS Approval:		

PROJECT NAME: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

APPLICANT NAME & ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

CONTRACT DIVISION: \_\_\_\_\_

VENDOR REFERENCE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

PAY PERIOD: / / TO / /

ENCUMBRANCE # \_\_\_\_\_

FINAL PAYMENT?    Y    N

BANNER VENDOR NUMBER: \_\_\_\_\_

**1.0 CURRENT CONTRACT/AGREEMENT AMOUNT**

1.1 Applicant's Accepted Base Bid and Alternates or Fee as applicable	\$ _____
1.2 Authorized Change Orders/Amendments for Applicant's Added Work: _____ +	\$ _____
1.3 Authorized Change Orders/Amendments for Applicant's Deleted Work: _____ -	\$ _____
1.4 TOTAL (1.1 through 1.3)	\$ _____

**2.0 CURRENT PAYMENT DUE**

2.1 Total Value of Applicant's Work Completed to Date	\$ _____
2.2 Less _____% retained (round to nearest dollar): -	\$ _____
2.3 Less Payments Previously Certified -	\$ _____
2.4 Current Payment Due to Applicant	\$ _____

**3.1 Applicant's Certification**

I certify that the work covered by this application for payment has been completed to the point indicated herein, that the completed work is in accordance with the contract documents, and that the current payment identified above is now due. I further certify that, immediately upon receipt of the above payment, all Subcontractors, if any, will be promptly paid.

By: \_\_\_\_\_  
Authorized Representative

Date \_\_\_\_\_

**3.3 Professional Services Consultant's Certification**

**PSC:**  
Based on the contract documents, my own observations of the progress of the work and the data comprising the above application, I certify to the Owner that the work has progressed to the point indicated, that the quality of the work appears to be in accordance with the contract documents, and that the Applicant is entitled to payment of the amount certified by him as being currently due.

By: \_\_\_\_\_  
Authorized Representative

Date \_\_\_\_\_

**3.2 Construction Manager's Certification (if applicable)**

**CM:**  
Based on the contract documents, my own observations of the progress of the work and the data comprising the above application, I certify to the Owner that the work has progressed to the point indicated, that the quality of the work appears to be in accordance with the contract documents, and that the Applicant is entitled to payment of the amount certified by him as being currently due.

By: \_\_\_\_\_  
Authorized Representative

Date \_\_\_\_\_

**3.4 Owner's Representative's Approval**

University of Illinois-construction unit responsible for the named project  
I approve payment of the amount certified above.

By: \_\_\_\_\_  
Authorized Representative

Date \_\_\_\_\_

3.0 CERTIFICATIONS & APPROVALS

**CFOAPAL (\*required fields)**

Chart *	Fund *	Organization *	Account *	Program *	Activity	Location	SEQ #	\$
								\$
								\$
								\$
								\$
								\$

**AUTHORIZED DEPARTMENT APPROVAL**

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THE PAYEE HAS SIGNED A STATEMENT, AS REQUIRED BY THE ILLINOIS PROCUREMENT CODE, AND THAT THE ABOVE BILL IS CORRECT AND PAYABLE FROM THE APPROPRIATION SHOWN.

X \_\_\_\_\_  
AUTHORIZED CERTIFIER

**FOR OFFICE OF BUSINESS AND FINANCIAL SERVICES SORT**

\_\_\_\_\_  
CHAIRPERSON, BOARD OF TRUSTEES



Distribution:  University of Illinois construction unit responsible for the named project  Professional Services Consultant  CM  Applicant