



Planning and Construction

CONSTRUCTION PAYOUT REQUEST

PLEASE NOTE:

- All payout requests are to be completed and assembled by the vendor and sent to payrequests@archchicago.org and the construction manager.
- Vendors are expected to complete part A of this form and all other forms in their entirety prior to submission.
- For projects using an architect, please ensure the architect signs the G702 – Architect’s Certificate for Payment section.

Vendor Name:		Date:
Address:		
City:	State:	ZIP:
Project Description:		
Parish/School Name and Address:		

PART A All fields and lines must be completed.

Original Contract Amount:	PAY REQUEST NUMBER: Invoiced Work Performed From: Through:
Change Order Increase:	
Change Order Decrease:	
Adjusted Contract Amount:	
Total Work Completed to Date:	
Amount Retained:	
Subtotal:	
Total Previous Payments:	
This Payment*:	

PART B			Parish ID#
Funding Source	Account No.	Amount	Funding Approval
Building Fund			Director of Operations/Business Manager (print): _____
General Savings			X
Loan			Signature on line above _____ Date _____
Capital Project Reimbursable Grant			Pastor/Principal (print): _____
Capital Grant			X
Big Shoulders Capital Grant			Signature on line above _____ Date _____
Other:			
TOTAL			

PAY REQUEST DOCUMENT CHECKLIST

■ = Please visit planning.archchicago.org for additional information	FIRST Payment	SUBSEQUENT Payments	FINAL Payment	FIRST & FINAL Only Payment
ARCHDIOCESE PAY REQUEST FORM	✓	✓	✓	✓
INVOICE	✓	✓	✓	✓
Contractors must provide labor and material breakdown and indicate % work completed. General contractors (GC) must submit AIA G702, G703. Include work performed dates for time period invoiced.				
PARTIAL WAIVER OF LIEN	✓	✓		
FINAL WAIVER OF LIEN			✓	✓
CURRENT INSURANCE CERTIFICATE	✓			✓
CLOSE OUT DOCUMENTS			✓	✓
W-9 TAXPAYER ID FORM — New contractors only	✓			✓