



**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](mailto:payrequests@archchicago.org).
- Vendors are expected to complete part A of this form and all other forms in their entirety prior to submission.

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

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

**PAY REQUEST DOCUMENT CHECKLIST**

■ = Please visit <a href="http://planning.archchicago.org">planning.archchicago.org</a> for additional information	FIRST Payment	SUBSEQUENT Payments	FINAL Payment	FIRST & FINAL Only Payment
<b>ARCHDIOCESE PAY REQUEST FORM</b>	✓	✓	✓	✓
<b>INVOICE</b>	✓	✓	✓	✓
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.				
<b>PARTIAL WAIVER OF LIEN</b>	✓	✓		
<b>FINAL WAIVER OF LIEN</b>			✓	✓
<b>CURRENT INSURANCE CERTIFICATE</b>	✓			✓
<b>CLOSE OUT DOCUMENTS</b>			✓	✓
<b>W-9 TAXPAYER ID FORM</b> — New contractors only	✓			✓