



FACILITIES DIVISION

ACCS FORM 6-D

APPLICATION AND CERTIFICATE FOR PAYMENT

Attach Schedule of Values

ACCS PROJECT#:		APPLICATION#:		DATE:	
PROJECT:					
TO OWNER:					
Address:		Phone:		Email:	
FROM CONTRACTOR:					
Address:		Phone:		Email:	
ARCHITECT/ENGINEER:					
Address:		Phone:		Email:	
TOTAL ORIGINAL CONTRACT:					
FULLY EXECUTED CHANGE ORDER(S) NUMBERS THROUGH TOTAL CONTRACT TO DATE:					
Work Completed to Date per attached Schedule of Values:					
Stored Materials:					
Total Completed Work and Stored Materials: (% of Contract To Date) <i>5% of Total Completed Work and Stored Materials (TCWSM) is retained when TCWSM is less than 50% of Total Contract to Date. 2.5% retained when TCWSM is more than 50% of Total Contract to Date. 0 is retained on final pay app.</i>	Final Payment Application				
Less Retainage:					Total Due:
Less Total Previous Payments:					
Balance Due This Estimate:					

1 CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.

By: _____ **Date:** _____
CONTRACTOR'S SIGNATURE

Name: _____
Title: _____

Sworn and subscribed before me this _____ day of _____
(SEAL) _____
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2 ARCHITECT'S/ENGINEER'S CERTIFICATION

In accordance with the Contract Documents, the Architect/Engineer certifies to the Owner that, to the best of the Architect's/ Engineer's knowledge and belief, the Work has progressed to the point indicated herein, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount approved.

By: _____ **Date:** _____
ARCHITECT'S/ENGINEER'S SIGNATURE

Name: _____
Title: _____

- INSTRUCTIONS**
- Date of first payment application cannot precede the Notice to Proceed's Begin Date.
 - A change order must be fully executed before inclusion on a payment application.
 - On a final payment application, all change orders must be fully executed and included.
 - Contractor's signature date cannot precede the payment application date.
 - Progress schedules must be included with non-final payment applications.
 - One payment application per month may be submitted.
 - Retainage is released when the Certificate of Substantial Completion is fully executed, all other close-out requirements per General Conditions Article 34 are completed and the final payment

3 COLLEGE APPROVAL

By: _____
COLLEGE

Name: _____
Title: _____
Date: _____

IF APPLICABLE: ANY PAY APPLICATION THAT REDUCES RETAINAGE REQUIRES ACCS APPROVAL PRIOR TO PROCESSING FOR PAYMENT

_____ **Name:** _____ **Date:** _____
ACCS FACILITIES REPRESENTATIVE