

**SECTION 00510 – CONTRACTOR’S REQUISITION FOR PAYMENT**

- 1.1 The Standard Monthly Contractor’s Requisition for Payment, IAC / PSCP Form 306.4 included herein is the monthly requisition for payment form to be used by Contractors. This form is to be modified as necessary to reflect specification sections of Work.

# STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: \_\_\_\_\_

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

PROJECT TITLE: \_\_\_\_\_

PSC NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

REQ NO: \_\_\_\_\_

C.S.I. DIV	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITNS	CURRENT PAYMENT DUE
			%	\$		
1	GENERAL CONDITIONS					
2	SITE WORK					
3	CONCRETE					
4	MASONRY					
5	METALS					
6	WOOD & PLASTICS					
7	THERMAL & MOIST. PROTECTION					
8	DOORS & WINDOWS					
9	FINISHES					
10	SPECIALTIES					
11	EQUIPMENT, BUILT-IN					
12	FURNISHINGS, BUILT-IN					
13	SPECIAL CONSTRUCTION					
14	CONVEYING SYSTEMS					
15	MECHANICAL					
16	ELECTRICAL					
	TOTAL					
	CHANGE ORDERS					
	MATERIAL STORED					
	TOTAL ADJUSTED					
	LESS: RETAINAGE					
	TOTAL					

I certify the above estimates and that timely payments have been (except initial submission), and will be, made to suppliers and subcontractors on this project, as requisitioned payments are received, and in accordance with our contracts.

\_\_\_\_\_  
Name of Contractor Firm

\_\_\_\_\_  
Authorized Signature

# STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PSC NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

REQ NO: \_\_\_\_\_

### NOTARIZATION

County \_\_\_\_\_, to wit:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_, before me, a Notary Public for said County, personally appeared \_\_\_\_\_ (name), and made oath in due form of law that he/she is \_\_\_\_\_ (title) of \_\_\_\_\_ (name of firm), and on behalf of said firm stated that the matters and facts set forth in the foregoing verification are true to the best of his/her knowledge, information and belief. He/she acknowledged that he/she executed the same purposes herein contained and that they had full authority to execute same.

As witness my hand and official seal:

NOTARY PUBLIC

Reviewed and agreed justified to the best of my knowledge:

\_\_\_\_\_  
Construction Manager/Date

\_\_\_\_\_  
Architect Signature/Date

\_\_\_\_\_  
Signature of LEA Representative/Date

Remarks:

## Attachment G

IAC/PSCP Form  
306.4

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### CERTIFIED MINORITY BUSINESS ENTERPRISE PARTICIPATION STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PROJECT \_\_\_\_\_ PSC \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ REQ \_\_\_\_\_

NAME OF MBE SUB-CONTRACTOR	MDOT SUB- CONTRACTOR CERTIFICATION #	MBE SUB- CONTRACTOR CLASSIFICATION #	TOTAL MBE CONTRACT AMOUNT \$	AMOUNT TO BE PAID THIS REQUISITION \$	PAID JULY 1 to JUNE 30	TOTAL PAID TO DATE
1	2	3	4	5	6	7
TOTAL						

MDOT Certification # can be located at [www.mdot.state.md.us](http://www.mdot.state.md.us)

MBE Classification #:

- African American = 1    Hispanic American = 2    American Indian = 3    Asian American = 4  
 Women = 5    Disabled = 6    Non-profit = 7

I certify that the figures and information presented above represent accurate and true statements, that timely payments have been and will be made to suppliers and subcontractors on the project, as requisitioned payments are received, and in accordance with our contracts.

\_\_\_\_\_  
Name of Contractor Firm

\_\_\_\_\_  
Authorized Signature/Date

\_\_\_\_\_  
Contractor EFIN/SSN

\_\_\_\_\_  
Contractor MBE Classification # (if applicable)

# STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: \_\_\_\_\_  
 PROJECT TITLE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_  
 PSC NO: \_\_\_\_\_  
 REQ NO: \_\_\_\_\_

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	\$		
<b>DIV 1</b>	<b>GENERAL CONDITIONS</b>					
<b>DIV 2</b>	<b>SITE WORK</b>					
02050	Demolition					
02110	Clearing					
02140	Dewatering					
02210	Site Grading					
02220	Excavation & Backfilling					
02270	Erosion Control					
02360	Pilings					
02370	Caissons					
02444	Fences					
02450	Roads & Walks					
	Curbs					
	Gutters					
	Parking					
02460	Play Fields & Equipment					
02461	Playground Equipment					
02485	Lawns					
02491	Trees					
02492	Shrubs					
02513	Asphalt Paving					
02515	Concrete Paving					

02600	Site Utilities to 10' of bldg					
	Water					
	Sewer					
	Storm					
	Gas					
02800	Site Improvements					
02900	Landscape					
	Other					
	Total Site Work					
<b>DIV 3</b>	<b>CONCRETE</b>					
03100	Formwork					
03200	Reinforcement					
03250	Accessories					
03300	Cast-in-place					
03310	Structural Concrete					
	Piers					
	Grade Beams					
	Footings					
	Slab on Grade					
	Water Stops					
	Concrete Stairs					
03400	Pre-cast Structural					
03450	Pre-cast Architectural					
03500	Cementitious Decks					
	Other					
	Total Concrete					
<b>DIV 4</b>	<b>MASONRY</b>					
04100	Mortar					
04210	Brick Masonry					
04213	Structural Glazed Tile					
04220	Concrete Unit Masonry					

04270	Glass Unit Masonry					
04400	Stone					
	Other					
	Total Masonry					
<b>DIV 5</b>	<b>METALS</b>					
05120	Structural Steel					
05210	Steel Joists					
05311	Steel Deck					
05400	Cold-formed Metal Framing					
05510	Metal Stairs					
05520	Handrails & Railings					
05530	Gratings					
05700	Ornamental Metal					
	Other					
	Total Metals					
<b>DIV 6</b>	<b>WOOD &amp; PLASTICS</b>					
06100	Rough Carpentry					
06200	Finish Carpentry					
06400	Architectural Woodwork					
06600	Plastic Fabrications					
	Other					
	Total Wood & Plastics					
<b>DIV 7</b>	<b>THERMAL &amp; MOISTURE PROTECTION</b>					
07100	Waterproofing					
	Walls					
	Slabs					
07150	Dampproofing					
07210	Building Insulation					
07240	E.I.F.S.					
07250	Fireproofing					
07300	Shingles & Roofing Tiles					

07400	Pre-formed Roofing & Siding					
07412	Metal Roofing					
07500	Membrane Roofing					
07510	Built-up Roofing					
07600	Flashing & Sheet Metal					
07810	Skylights					
07900	Sealants					
	Other					
	Total Thermal & Moist. Prot.					
<b>DIV 8</b>	<b>DOORS &amp; WINDOWS</b>					
08100	Metal Doors & Frames					
08210	Wood Doors					
08331	Overhead Doors					
08350	Folding Doors					
08400	Entrances & Storefronts					
08500	Metal Windows					
08700	Hardware					
08800	Glazing					
08900	Glazed Curtain Walls					
	Other					
	Total Doors & Windows					
<b>DIV 9</b>	<b>FINISHES</b>					
09100	Metal Support Systems					
09200	Lath & Plaster					
09250	Gypsum Board					
09310	Ceramic Tile					
09330	Quarry Tile					
09400	Terrazzo					
09510	Acoustical Ceilings					
09511	Acoustical Panels					
09550	Wood Flooring					

09650	Resilient Flooring					
09680	Carpet					
09800	Special Coatings					
09900	Painting					
09950	Wall Coverings					
	Other					
	Total Finishes					
<b>DIV 10</b>	<b>SPECIALTIES</b>					
10100	Chalkboards, Tackboards					
10160	Toilet Partitions & Access.					
10200	Louvers & Vents					
10270	Access Flooring					
10350	Flagpoles					
10420	Plaques					
10440	Signs					
10500	Lockers					
10521	Fire Extinguishers					
10522	Fire Extinguisher Cabinets					
10523	Fire Blankets					
10610	Demountable Partitions					
10620	Folding Partitions					
10624	Folding Gates					
10671	Metal Shelving					
10673	Wire Shelving					
10800	Toilet & Bath Accessories					
	Other					
	Total Specialties					
<b>DIV 11</b>	<b>EQUIPMENT</b>					
11050	Book Theft Protection					
11061	Stage Rigging					
11062	Stage Curtains					

11065	Portable Stages, Risers					
11132	Projection Screens					
11172	Waste Compactors					
11400	Food Service Equipment					
11450	Residential Equipment					
11460	Unit Kitchens					
11481	Scoreboards					
11486	Gymnasium Equipment					
11501	Paint Spray Booths					
	Other					
	Total Equipment					
<b>DIV 12</b>	<b>FURNISHINGS</b>					
12301	Metal Casework					
12302	Wood Casework					
12510	Blinds & Shades					
12710	Auditorium Seating					
12760	Telescoping Bleachers					
	Other					
	Total Furnishings					
<b>DIV 13</b>	<b>SPECIAL CONSTRUCTION</b>					
13123	Greenhouses					
13125	Grandstands & Bleachers					
13151	Swimming Pool					
13410	Liquid & Gas Storage Tanks					
13940	Building Automation System					
13970	Fire Supp./Supervisory Sys.					
	Other					
	Total Special Construction					
<b>DIV 14</b>	<b>CONVEYING SYSTEMS</b>					
14200	Elevators					
14415	Wheelchair Lifts					

	Other					
	Total Conveying Systems					
<b>DIV 15</b>	<b>MECHANICAL</b>					
15250	Mechanical Insulation					
15300	Fire Protection					
15310	Fire Protection Piping					
15320	Fire Pumps					
15330	Wet Piped Sprinkler System					
15375	Standpipe and Hose System					
	Other Fire Protection					
15400	Plumbing					
15406	Roof Drainage Systems					
15410	Plumbing Piping					
15424	Domestic Water Heaters					
15450	Plumbing Equipment					
15453	Water Distribution Pumps					
15475	Pool & Fountain Equipment					
15480	Special Systems					
15481	Compressed Air Systems					
15488	Gas Piping System					
	Other Plumbing					
15550	Heat Generation					
15555	Boilers					
15575	Breechings/Chimneys/Stacks					
15590	Fuel Handling Systems					
	Other Heat Generation					
15650	Refrigeration					
15655	Compressors					
15670	Condensing Units					
15680	Water Chillers					
15710	Cooling Towers					

15730	Liquid Coolers					
15740	Condensers					
	Other Cooling					
15750	Heat Transfer					
15755	Heat Exchangers					
15770	Heat Pumps					
15780	Pkgd Air Conditioning Units					
15790	Air Coils					
15830	Terminal Heat Transfer Units					
15845	Energy Recovery Units					
	Other Heat Transfer					
15850	Air Handling					
15855	Units and Coils					
15870	Power Ventilators					
	Other Air Handling					
15880	Air Distribution					
15885	Air Cleaning Devices					
15890	Ductwork					
15930	Air Terminal Units					
15940	Air Outlets & Inlets					
	Other Air Distribution					
15950	Controls					
15955	Building Systems Controls					
15960	E. M. & C. Systems					
15970	Control Systems					
	Other Controls					
15990	Testing/Adjusting/Balancing					
	Total Mechanical					
<b>DIV 16</b>	<b>ELECTRICAL</b>					
16050	Basic Materials & Methods					
16110	Raceways					

16120	Wires & Cables					
16130	Boxes					
16140	Wiring Devices					
16160	Cabinets & Enclosures					
	Other Basic Electrical					
16400	Service & Distribution					
16420	Service Entrance					
16425	Switchboards					
16465	Bus Duct					
16470	Panelboards					
	Other Service & Distribution					
16500	Lighting					
16501	Lamps					
16510	Interior Luminaries					
16520	Exterior Luminaries					
16535	Emergency Lighting					
16580	Theatrical Lighting					
	Other Lighting					
16600	Special Systems					
16620	Pkgd Engine Gen. System					
16670	Lightning Protection System					
	Other Special Systems					
16700	Communications					
16720	Alarm & Detection Systems					
16730	Clock & Program Systems					
16740	Voice & Data Systems					
16741	Telephone Dist. System					
16760	Intercom System					
16770	P.A. & Music System					
16780	T.V. System					
16785	Satellite Systems					

	Other Communications					
16900	Controls					
	Total Electrical					
	<b>TOTAL</b>					



LEA: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

MATERIAL Stored on Site				
ITEM	DESCRIPTION	COST	PRIOR REQUISITIONS	CURRENT PAYMENT DUE
TOTAL (Enter on Page 1)				

Additional information to be filed with Initial and Final Submissions Only

	COST
A. Foundations and Slab on Grade	\$
B. Structural System	\$
C. Exterior Walls	\$
D. Interior Partitions	\$
E. Ceilings	\$
F. Floor Finishes	\$
G. Lighting	\$

Site size in acres: \_\_\_\_\_

Portion of site being developed in acres: \_\_\_\_\_

Size of school in gross square feet: \_\_\_\_\_

Construction start date: \_\_\_\_\_

**END OF SECTION**