

CERTIFICATE OF PAYMENT PROCESS

1. Contractor brings to designated Job Conference one Certificate of Payment marked “Pencil,” which includes:
 - a. PSU Application/Certificate of Payment (COP) form
 - b. Schedule of Values
 - c. Copy of fully-executed Change Orders if included in payment

2. Physical Plant Representative and Professional review above paperwork
 - a. If everything is correct
 - i. Contractor should produce an Executed COP and have it signed by the contractor, A/E and Physical Plant Representative
 - ii. Send completed COP to PSU Physical Plant Financial Assistant at oppdc-payments@mymail.psu.edu
 - b. If changes need to be made
 - i. The contractor will make the changes and re-issue the COP to the group
 - ii. Once all parties agree to the changes, the Contractor should produce an Executed COP and have it signed by the contractor, A/E and Physical Plant Representative
 - iii. Send completed COP to PSU Physical Plant Financial Assistant at oppdc-payments@mymail.psu.edu

3. Contractor must email the PSU Physical Plant Financial Assistant at oppdc-payments@mymail.psu.edu, the necessary documents based on the payment number and contract being used. See Payment Applications Checklist. The COP should be submitted as a PDF via email. If the document is too large, contact the Financial Assistant to set up a Box folder for electronic file transfers.

4. Upon receipt of COP, the Financial Assistant will
 - a. Check all the paperwork has been submitted
 - b. Check Certified Payroll is included
 - c. Check math
 - d. Enter information into computerized project management system
 - e. Upload PDF file
 - f. Route through PSU for approval

Payment Application Checklist

Application/Certificate of payment applications MUST include the following. Failure to submit any of the following will deem the Application/Certificate of Payment incomplete and subject to rejection.

First Payment

- Application/Certificate of Payment – must be signed by the Contractor, the OPP Representative, and if applicable the AE Representative. The correct PSU Project Number must be provided on the form
- Schedule of Values / Continuation Sheet
- Steel Certifications – If no steel was used, fill out the form and choose option 1A
- OSHA 30-Hour Certified
- Waste Management Plan
- Site Specific Safety Plan
- Weekly Payroll Certification
- PSU Diverse Business Utilization Report **non-DGS projects only** – If no participation for this period, return the form back stating No Participation
- Small Diverse Business Utilization Report (SDBUR) **for DGS projects only** – If no participation for this period, return the form back stating No Participation

Progress Payment

- Application/Certificate of Payment – must be signed by the Contractor, the OPP Representative, and if applicable the AE Representative. The correct PSU Project Number must be provided on the form
- Schedule of Values / Continuation Sheet
- Steel Certifications – If no steel was used, fill out the form and choose option 1A
- Weekly Payroll Certification
- PSU Diverse Business Utilization Report **non-DGS projects only** – If no participation for this period, return the form back stating No Participation
- Small Diverse Business Utilization Report (SDBUR) **for DGS projects only** – If no participation for this period, return the form back stating No Participation

Final Payment

- Certificate of Completion
- Application/Certificate of Payment – must be signed by the Contractor, the OPP Representative, and if applicable the AE Representative. The correct PSU Project Number must be provided on the form
- Schedule of Values / Continuation Sheet
- Steel Certifications – If no steel was used, fill out the form and choose option 1A
- Contractor's Affidavit for Final Payment & Waiver of Mechanics Liens
- Consent of Surety to Final Payment
- Construction Waste Management Documentation – If there is no waste, send form stating that there was no waste to report
- OSHA Recordable Accident Data – If no accidents were recorded, send the PSU OPP Contractor_Safety_Requirements Appendix D Safety Info form back with “No Accidents” noted
- Weekly Payroll Certification
- PSU Diverse Business Utilization Report **non-DGS projects only** – If no participation for this period, return the form back stating No Participation
- Small Diverse Business Utilization Report (SDBUR) **for DGS projects only** – If no participation for this period, return the form back stating No Participation