

Major Capital Payment Requisition Instructions SFC Form 602

1. **Line #1** - Request # - The sequential payment request number assigned by School District.
2. Complete (**Line numbers 2 through 6**): Name of the School District, Project Name, Contract Number, Project Number & Vendor Number (School District's EIN).
3. SFC will complete line numbers 7 (SC Number) and 8 (Budget).
4. **Line #9** – Current SFC contract sum amount.
5. **Line # 10** – Total amount of previous payment requests to date.
6. **Line # 11** – Balance of Contract sum amount.
7. **Line #12** – (In Green Highlighted Box) **Reconciliation of District's Contingency Amount** - This is the amount that “approved” change order requests are drawn from. Insert the District's Contingency amount (**which is denoted in your SFC contract “Attachment A”**) and the net amount of “Approved Change Orders” to date. Line #12 equals balance of contingency amount recorded on line #12.
8. **Line # 13** – Contract amount for A&E Design Services. **Note:** The Architectural & Engineering Contract has two phases. The first phase is Design and the second phase is Supervision through the end of construction. The percentage limitations for the Architectural & Engineering Design Services (A&E) and the A&E Supervision are located on the programming document “Attachment A” of the District's contract with SFC.
9. **Line # 14** – Enter the Percentage Complete to date for the Design Services Portion of the A&E Contract. **The percentage of completion is obtained from the Architect.**
10. **Line # 15** - Equals the Amount Requested for A&E Design services. **Attach invoices.**
11. **Line # 16** –Contract Amount for the A&E Supervision Services Portion of the Contract.
12. **Line # 17** - Enter the Percentage Complete to date for the Supervision Portion of the A&E Contract.
13. **Line # 18** - Equals the Amount Requested for the A&E Supervision Services. **Attach invoices.**
14. **Line # 19** – Construction Bid Amount

15. **Line #20** - Enter the Percentage Complete to date for Construction.
16. **Line #21 - Report the certified construction amount.** Construction Percentage of Completion is calculated by the contractor. This is certified by the Architect on the “Application and Certification for Payment Document” (AIA Document G702). This percentage is multiplied by the total project amount minus retainage and previous payments, net of change orders to date (**not to exceed the maximum contract amount**) this equals the construction amount requested. The AIA forms are **required to be attached with the Payment Request Form.**
17. **Line # 22** – Description and Dollar Amount of “**Other expenditures**” are reported on this line. Attach invoices for these requests.
18. **Line # 23** - equals the total payment request amount. **Attach a calculator tape of all the attached invoices which reconciles to the total payment request amount.**
19. The School District Superintendent or Designee is **required to certify** the payment request. It is the **School District’s responsibility** to ensure its accuracy and validity. **Also, obtain your assigned Project Manager’s signature on the completed form as before sending it into the SFC for processing and payment. (Note: This applies currently to PM’s Lance Johnson & John Efta, There will be more to follow. SFC will keep you posted.**
20. Please make copies of the completed Payment Request Form on “Green Paper” and submit your future payment requests. This will ensure proper and efficient posting of your payment request.
21. In addition to the Payment Request form, you will be required to submit to your the SFC Project Manager a request for each phase of the project (i.e. Design Phase and Construction Phase) in order to amend the current contract accordingly and expedite the funding process.
22. **All Change Orders are Required to be approved by the SFC Agency Director PRIOR** to submitting the Payment Requisition. The change order form is SFC 601.
23. These forms can be obtained on the School Facilities Commission website at <http://sfc.state.wy.us> under the “Forms” tab on the left side. The form number is “SFC 602” Revised July 2006.