

Contract Payment Checklist
(Forms from the City website are required. No exceptions.)

Contractor's Payment Requisition File Naming Convention

All Contractor's Payment Requisition packages (PDF files) should be named as follows: **B Number, Invoice Number and Vendor/Company Name**

Sample: 40-B12345 - #1 – ABC Construction Co.

The contractor's payment requisition "package" shall include the following supporting documentation and must be submitted in the following order:

☐ **Initial Payment Requisition***

1. Payment Requisition Form [†]
2. Contractor's Certification Form [†]
3. Copy of Purchase Order – Original Package
4. Copy of signed Notice to Proceed

☐ **Progress Payment Requisitions***

1. Payment Requisition Form [†]
2. Contractor's Certification Form [†]
3. Copy of Purchase Order
4. Consent of Surety[†] or Release of Liens from all subcontractors/suppliers performing work

☐ **Final Payment Requisitions*^{††}**

1. Payment Requisition Form [†]
2. Contractor's Certification Form [†]
3. Copy of Purchase Order
4. Final Consent of Surety [†]

Submit electronic package containing all the documents previously listed once confirmed by the CM to oci_invoices@miamigov.com. The package limitation size is 1GB as an attachment.

One payment requisition per purchase order.

The contractor is required to supply all the documents listed above.

* If the project is funded by sources outside of the City (e.g. LAP), there will likely be specific forms that need to be included such as FDOT forms for Subcontractor usage or EEO. Please review contract language in these cases and include required forms on this list.

[†]Forms from the City website are required. No exceptions.

^{††}Additional documentation, such as manuals, warranties, and training guides, may also be required based on the specific nature of the project.