

Subcontractor's Requisition for Payment

(See instructions on reverse side)

Date _____



4168 Southpoint Parkway, Ste. 101
 Jacksonville, Florida 32216
 904-296-2555
 FAX: 904-296-6990

Subcontractor	Job Name	
Address	Location	
City, State Zip	Subcontract No.	Invoice No.
Current Contract Amount.....(A)\$ _____ Work in Place (attach Schedule of Values with Cost Code Distribution).....(B)\$ _____ Stored Materials (attach Schedule of Values with Cost Code Distribution).....(C)\$ _____ Total Value to Date.....(B) + (C) = (D)\$ _____ Less Retainage...(10% of D).....(E)\$ _____ Previous Net Requisitions.....(F)\$ _____ Subtotal...(Retainage plus previous Net Requisitions).....(E) + (F) = (G)\$ _____ Amount Due This Requisition..... (D) - (G) = (H)\$ _____		
All Requisitions for Payment Must Be Accompanied by Subcontractor Lien Release		Submitted by: _____ print name Signature: _____ Title: _____

ACCOUNTING USE ONLY Job #: _____ Project Manager Approval: _____ S/C#: _____ Audited by: _____ Vendor #: _____	
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DISTRIBUTION

Cost Code	Amount	Cost Code	Amount
Cost Code	Amount	Cost Code	Amount
Cost Code	Amount	Cost Code	Amount
Cost Code	Amount	Cost Code	Amount

INSTRUCTIONS

1. Requisitions shall be submitted by the 25th day of each month. Any requisition received after the 25th will be considered in the following month's business.
2. "Current Contract Amount" shall be the last shown in the most recent modification to the subcontract. **Extras shall not be added or inserted in the requisition.** Subcontractor shall submit a written request for extra or change quotation, and receive a written modification to the subcontract before any extra work may be requisitioned.
3. "Value to Date" shall be substantiated by a schedule of values, including cost code distribution. Percentages and values shall be established and agreed upon between the Subcontractor and the General Contractor's Project Manager prior to the approval of the monthly requisition.
4. Retainage shall be deducted on all requisitions, including the final one.
5. Backcharges shall not be deducted from "Current Contract Amount" or otherwise reflected in the requisition. Backcharges are deducted from the net cash remittance and subsequently do not appear on requisitions.
6. Careful observance of the foregoing instructions will result in prompt, first-priority processing and payment. Requisitions which are not prepared in accordance with the above will be processed after properly prepared requisitions, or will be returned to the Subcontractor for resubmission.