CITY OF PHOENIX
ENGINEERING & ARCHITECTURAL SERVICES DEPARTMENT

CONTRACT PAYMENT REQUEST

DATE: _____ PAYMENT REQUEST NO. _____

Check One:

☐ Study ☐ Design ☐ Construction Administration ☐ Development Manager ☐ CM&Risk Design Phase ☐ Other _____

TO: CITY ENGINEER, CITY HALL, 200 W. WASHINGTON STREET, 7TH FLOOR, PHOENIX, AZ 85003-1611

PROJECT MANAGER: _____

PROJECT DESCRIPTION:

_____

Project # _____ Contract # _____ Date of Contract _____

FIRM'S NAME: _____

ADDRESS: _____ Telephone # _____

A. **FEE PER CONTRACT**

1. Basic Fee $ _____
2. Total Allowances/Change Orders (List on reverse side) $ _____
3. Total Contract Amount (A1+ A2) $ _____

B. **FEE EARNED TO DATE**

1. Value of Work Completed _____ % **X** _____ (Basic Fee) = $ _____
2. Total Allowances & Change Orders to Date (Itemize on the back and attach copies of invoices) $ _____
3. Total Payment to Date (B1 + B2) $ _____
4. Less Prior Payments $ _____
5. TOTAL PAYMENT REQUEST (B3 – B4) _____

Submitted By _____ Insurance Expiration Date _____
Consultant Date

Checked By _____ Affirmative Action Compliance Expiration Date _____
City Project Manager Date

Approved By _____
City Supervisor Date

ITEMIZE PAYMENTS FOR ALLOWANCES AND CHANGE ORDERS AND CARRY THE TOTAL TO B2 ON REVERSE SIDE.

INDEX NO(s). _____ **CONTRACT NO.** _____ **PAYMENT REQUEST NO.** _____

ALLOWANCE OR CHANGE ORDER	CONTRACT AMOUNT	A PREVIOUS PAYMENT	B THIS REQUEST	C TOTAL REQUEST (A + B)
TOTAL				

***Figure to be placed on line B2**