



The following documents and forms are required to be submitted. Incomplete submittals will be returned to the Consultant or Contractor for completion and re-submittal. Originals are considered to be documents (1) executed with blue-ink and submitted in physical form, (2) executed with blue-ink, scanned in color and submitted electronically, or (3) executed using electronic signature and submitted electronically

MONTHLY CONSULTANT CERTIFICATE FOR PAYMENT

Submit one (1), electronic preferred, original of each document and form:

- DCAM/CAP Form G129 – *Consultant’s Certificate for Payment Invoice*
- Consultant’s monthly progress report

MONTHLY CONSTRUCTION PROGRESS PAYMENTS

Submit one (1), electronic preferred, original of each document and form:

- DCAM/CAP Form G702 – *Application and Certificate for Payment*, or approved alternate form,
 - DCAM/CAP Form G703 – *Application and Certificate for Payment Continuation Sheet(s)*, or approved alternate form,
Invoice Affidavit for Certificate for Payment:
 - DCAM/CAP Form – G109 - *Invoice Affidavit for Certificate of Payment (for Projects without a Consultant)*,
OR
 - DCAM/CAP Form – G109A - *Invoice Affidavit for Certificate of Payment (for Projects with a Consultant)*,
For Materials Stored:
 - Company Letterhead - itemized listing of materials stored indicating quantities and sizes (if applicable),
 - Copies of paid invoices
- Off-site materials stored also requires the following:
- DCAM/CAP Form – G150 - *Affidavit As To Offsite Stored Materials*,
 - Certificate of Insurance with State of Oklahoma, OMES/DCAM/Construction & Properties Department as beneficiary,
 - Written Guarantee of delivery to job site, and
 - Written Title to all materials covered by payment request.

CONSTRUCTION CHANGE ORDER

Submit one (1), electronic preferred, original:

- DCAM/CAP Form G701 - *Change Order* (include all three pages).

FINAL CONSTRUCTION PAYMENT APPLICATIONS

Submit one (1), electronic preferred, original of each document and form

- DCAM/CAP Form G702 – *Application and Certification for Payment*, or approved alternate form,
- DCAM/CAP Form G703 – *Application and Certificate for Payment Continuation Sheet(s)*, or approved alternate form,
Invoice Affidavit for Certificate for Payment:
 - DCAM/CAP Form – G109 - *Invoice Affidavit for Certificate of Payment (for Projects without a Consultant)*,
OR
 - DCAM/CAP Form – G109A - *Invoice Affidavit for Certificate of Payment (for Projects with a Consultant)*,
- DCAM/CAP Form A106 – *Certificate of Contract Completion* (2 pages),
- DCAM/CAP Form A110 – *Affidavit for Final Payment*
- Certified Copy or Original, Power of Attorney from Surety Company