
THIRD PARTY CONSTRUCTION PAY REQUEST PROCEDURE (FAC-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process by which pay requests for construction projects managed by third parties are approved and paid.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Facilities Engineer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Third Party Manager: Any person (i.e. architect/engineer/project manager) outside of the school system contracted to manage a facilities project.

5.0 PROCEDURE:

- 5.1 Third party manager approves pay request and sends request to Facilities Engineer for review.
- 5.2 Facilities Engineer reviews and approves request, subject to confirmation of actual work completed, completes receiver report, and forwards request and receiver report to Chief Operations Officer.
 - 5.2.1 One copy of request is retained in the Facilities office.
- 5.3 Chief Operations Officer reviews pay request for authenticity and forwards with receiver report to the Business Affairs Department.
- 5.4 Chief Financial Officer reviews request for contract compliance.
 - 5.4.1 If approved, the pay request and receiver report are forwarded to Accounts Payable (ref. [ACC-P001](#)) where the check is written and mailed to contractor.
 - 5.4.2 Questions are referred to the Facilities Engineer for additional justification.
- 5.5 Copy of the pay request is filed in the Business Office.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Accounts Payable ([ACC-P001](#))
- 6.2 American Institute of Architects Doc. A201, Article 9

7.0 RECORD RETENTION TABLE:

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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Pay Request	Copy in Business Office with contract	6 years	Recycled	Secured building
	Copy in Facilities Office	5 years	Discard as Desired	Secured building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/11/03		Initial Release
3/19/03	A	Clarify 4.1, 5.2, 5.3, 5.4.1 and 5.4.2, add 6.3, revise flowchart to reflect clarifications

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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Third Party Construction Pay Request Flowchart

