

# PAYMENT REQUEST

VOUCHER NUMBER \_\_\_\_\_

**SUBMIT PAYMENT TO: DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET  
 FACILITIES AND BUSINESS SERVICES ADMINISTRATION  
 FIRST FLOOR, STEVENS T. MASON BUILDING  
 P.O. BOX 30026, LANSING, MICHIGAN 48909**

THIS FORM IS REQUIRED FOR USE BY PROFESSIONAL SERVICE AND CONSTRUCTION CONTRACTORS  
 ON CAPITAL OUTLAY PROJECTS TO RECEIVE PAYMENT. AUTHORITY: 1984 PA 431.

INSTRUCTIONS TO CONTRACTOR: 1. SUBMIT YOUR BILLINGS ON THIS FORM USING TYPEWRITER OR INK. USE SEPARATE REQUEST FORM FOR EACH CONTRACT ORDER. 2. FORWARD FIRST THREE COPIES OF PAYMENT REQUEST FORM TO ADDRESS ABOVE. RETAIN GREEN COPY. 3. ADDITIONAL FORMS ARE AVAILABLE FROM FACILITIES AND BUSINESS SERVICES ADMINISTRATION.

DEPARTMENT OR AGENCY XXXXXXXX	DATE XX/XX/XX	CONTRACT NUMBER Yxxxxx
NAME AND ADDRESS OF CONTRACTOR  (Your firm's name and address)	INDEX NUMBER(S) XXXXX	FILE NUMBER xxx/xxxxx.XXX
	FEDERAL I.D. NUMBER (IF NONE, SOCIAL SECURITY NUMBER) THIS IS REQUIRED FOR BILLING AND TAX PURPOSES. PAYMENTS WILL NOT BE PROCESSED WITHOUT THIS INFORMATION. XX-XXXXXXXX	

<b>DEPARTMENT CERTIFICATION:</b> I CERTIFY THAT THE SERVICES REPRESENTED BY THIS PAYMENT REQUEST WERE PROPERLY AUTHORIZED AND ARE FOR A PURPOSE INCLUDED WITHIN THE APPROPRIATION OR AS OTHERWISE PROVIDED BY LAW. THE AMOUNTS ARE CORRECT AND PROPER AND ARE APPROVED FOR PAYMENT.	<b>CONTRACTOR'S CERTIFICATION:</b> I CERTIFY THAT THE SERVICES LISTED BELOW ARE PROPER CHARGES AGAINST THE STATE OF MICHIGAN.
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SIGNATURE OF AUTHORIZED DEPARTMENTAL AGENT	DATE	SIGNATURE OF CONTRACTOR	DATE
		(Please sign and date here)	

GIVE COMPLETE DESCRIPTION OF SERVICES RENDERED AS IT APPEARS ON THE CONTRACT ORDER	AMOUNT
<i>a.</i> Original Contract Amount	\$ _____
<i>b.</i> Contract Change Orders to Date	\$ _____
<i>c.</i> Current Contract Amount ( $a+b=c$ )	\$ _____
<i>d.</i> Amount Completed and Stored to Date	\$ _____
<i>e.</i> Less Previous Payment	\$ _____
<i>f.</i> Amount Due this Payment Request ( $d-e=f$ )	\$ _____
<i>g.</i> Balance to Complete ( $c-d=g$ ) \$ _____	\$ _____
<i>h.</i> Percent to Complete ( $d÷c=h$ ) _____%	\$ _____
<b>FOR DEPARTMENT USE ONLY</b>	<b>TOTAL</b>
	(      )

AGENCY NUMBER	INDEX NUMBER	COMPTROLLER CODE	AGENCY CODE 02	CONTRACT NUMBER	FILE NUMBER	COMMODITY CODE	AMOUNT

COPIES: WHITE, YELLOW, AND BLUE – FACILITIES AND BUSINESS SERVICES ADMINISTRATION GREEN - CONTRACTOR	<b>TOTAL</b>	
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