



# City of San Marcos Contractor Payment Requisition

Payment Request # \_\_\_\_\_

Contractor \_\_\_\_\_

Billing Period \_\_\_\_\_

Contract # \_\_\_\_\_

Contract Name \_\_\_\_\_

#	+/_ Change

Original Contract Amount	
Total Change Orders	
Revised Contract Amount	
Total Work Performed	
<b>Remaining Contract Balance</b>	

	Amt This Period	Total To Date
Work Performed		
Liquidated Damages		
+/_ Retainage		
Outstanding Claims		
Previous Paid		
<b>Amount Due</b>		

This is our final invoice for this project

Please Complete Either 1 or 2 Below and obtain notary:

1) I certify based upon my personal knowledge, that I (Contractor) have paid all sums due for materials and equipment furnished, for all work, labor, and services performed, and for all indebtedness and claims against the Contractor for damages rising in any manner in connection with the Project, and I approve the billing to be true and correct.

Contractor (authorized signature): \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

2) I (Contractor) am unable to sign the above statement due to an outstanding claim on this project. I am aware that any outstanding claim(s) will be deducted from the balance due for this payment request, and will be held until a release of lien is issued by the claimant.

Contractor (authorized signature): \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED before the undersigned authority on \_\_\_\_\_ Notary Stamp Notary Public, State of Texas  
(Date)

\_\_\_\_\_  
Consultant Date

\_\_\_\_\_  
City Inspector Date

\_\_\_\_\_  
City Project Manager Date

\_\_\_\_\_  
Department Director (Final Payment Only) Date

\_\_\_\_\_  
Purchasing Manager (Final Payment Only) Date

\_\_\_\_\_  
City Attorney (Final Payment Only) Date

\*Project String \_\_\_\_\_

GL Account \_\_\_\_\_

\*Detailed funding breakdown attached