

**PRIME CONTRACTOR'S REQUEST FOR PAYMENT**

 PRIME CONTRACTOR:  
 PROJECT  
 TITLE:  
 EAN #  
 CONTRACT #  
 Work Performed Thru:

AIP#: (If applicable)

**Certified Payroll Summary Report**- Summary of all work performed for all contractors on project during the time period supporting current payment request in accordance with ORS 279C.845. Attach copy of report for project from LCP Tracker System  
<https://prod.lcptracker.net/Lcp/WebForms/Login.aspx>

**Port of Portland EEO Summary**- Apprentice Utilization Reporting - Required for all Prime Contracts  $\geq$  \$500,000.00 **and if required** - all subcontracts  $\geq$  \$100,000.00. Print Port of Portland EEO Summary from LCP Tracker System  
<https://prod.lcptracker.net/Lcp/WebForms/Login.aspx>

**Compliance Audit Summary** - Subcontractor Payment Utilization Reporting - Attach copy of Compliance Audit Summary from Port of Portland's online reporting system (B2G)  
[www.portofportland.dbesystem.com](http://www.portofportland.dbesystem.com) (not required for first application for payment)

**Waiver of Claims - to Date** -  Attached or  Not Applicable (Not required for first application for payment)

**Site Waste Recycling Form** -  Attached or  Not Applicable

**ESPC Inspection Records** -  Attached or  Not Applicable

**The undersigned certifies that to the best of the undersigned's knowledge:**

1. Work covered by this invoice is in accordance with the contract documents, **and**
2. Contractor is entitled to payment of the amount requested by the invoice, **and**
3. All subcontractors have been paid, and retainage released in accordance with ORS Chapter 279C and, for federally funded work, 49 CFR Part 26.

 \_\_\_\_\_  
**Prime Contractor's Representative**

 \_\_\_\_\_  
**Date**
WORK COMPLETED TO DATE:

Total Bid Item Work (to date) \$ \_\_\_\_\_

Total Change Order Work (to date) \$ \_\_\_\_\_

Total Material on Hand \$ \_\_\_\_\_

**Total to Date** \$ \_\_\_\_\_

Less 5% Retainage \$ \_\_\_\_\_

Less Previous Payments \$ \_\_\_\_\_

**PAYMENT NOW DUE** \$ \_\_\_\_\_

PORT OF PORTLAND REVIEW ACTION:
Preliminary Review: Approval Date \_\_\_\_\_

Denial Date \_\_\_\_\_

**Signature** \_\_\_\_\_

Construction Manager: Approval Date \_\_\_\_\_

Denial Date \_\_\_\_\_

**Signature** \_\_\_\_\_