



NYC Parks

Form 30

Pencil Copy Checklist for Payments

CONTRACT NO: _____ PAYMENT NO: _____ PAYMENT PERIOD FROM: _____ TO: _____

CONTRACTOR REPRESENTATIVE NAME: _____ DATE: _____

INSTRUCTIONS: THIS DOCUMENT IS TO BE USED FOR REVIEW WITH THE CONTRACTOR WHEN REVIEWING THE PENCIL COPY TO PREPARE FOR THE PAYMENT REQUISITION.

REQUISITION PREPARATION (NA if not applicable)

____ CONTRACTOR PAYMENT QUANTITIES CHECKED (**FORM 39A/FORM 39B**)

____ CONTRACTOR PAYMENT BID PRICES CHECKED (**FORM 39A/FORM 39B**)

____ MATHEMATICAL EXTENSIONS CHECKED

DOCUMENTS THAT NEED TO BE ON FILE

____ CURRENT CERTIFICATES OF INSURANCE

____ EMPLOYEE PREVAILING WAGE ACKNOWLEDGEMENTS FOR BOTH CONTRACTOR AND SUBCONTRACTORS (**FORM 112**)
(COMPLETED ONCE BY EVERY WORKER ON SITE. UPDATED FORM REQUIRED FOR ANY CHANGE IN WAGE)

____ APPROVAL OF EACH SUBCONTRACTOR INCLUDED IN THIS PAYMENT HAS BEEN CONFIRMED

____ OVERRUN ITEMS NEGOTIATED AND APPROVED (**FORM 91**)

____ TIME EXTENSION APPROVED LETTER (**FORM 51/FORM 52**)

____ C.O.'S LISTED ON FORM 39B ARE REGISTERED WITH THE COMPTROLLER'S OFFICE

____ "STORED MATERIAL" APPROVAL LETTER (**FORM 38**)

NOTE BELOW, ANY DOCUMENTATION THAT REQUIRES FURTHER ACTIONS: (Example: Expired Insurance must provide by xx/xx/xx)

PARKS R.E. / CONSULTANT R.E. : _____ DATE: _____

THE PENCIL COPY SHOULD BE ATTACHED TO THIS DOCUMENT AND FILED FOR REFERENCE WHEN FORMAL PAYMENT REQUISITION IS SUBMITTED.