

PAYMENT AFFIDAVIT - SUBCONTRACTOR / SUPPLIER UTILIZATION

Contractors must submit this form with **each** request for payment from the City of Raleigh, including any invoice or request for final payment. Requests for payment are limited to work that has been **completed and approved** for all subcontractors and suppliers in connection with the Contract. Copy this form as needed. The Contractor on the Prime Contract (i.e., Prime) is responsible for collecting and submitting this Affidavit from all subsequent lower tier contractors.

Section 1: PROJECT INFORMATION

Project Name			
Contractor Name		Purchase Order #	
Total Contract Amount		Invoice Amount	\$
Payment Period	___/___/20___ through ___/___/20___	City Department	
FINAL PAYMENT <input type="checkbox"/> Check this box only when submitting Final Pay request.			

Section 2: PAYMENTS TO SUBCONTRACTORS

Complete the chart below for all subcontractors used on the Project/Contract regardless of dollar amount.

Company Name	DBE	Work Performed	Percentage of Total Contract	Percent of Subcontract Completed	Payment this Period	Cumulative Payments to Date

Section 3: PAYMENTS TO SUPPLIERS

All suppliers providing goods under City contracts must be listed on the Sales Tax Statement submitted with each pay request. The City may request, on a case-by-case basis, that the Contractor require certain suppliers to be registered in the Raleigh Supplier Connection System and may withhold payment of any amounts due the Contractor in the event the Contractor fails to comply with such request.

The undersigned certifies the preceding chart is a true and accurate statement of all payments that have been made to subcontractors on this Project/Contract, and that all Suppliers providing goods under this contract have been listed in the Sales Tax Statements submitted to the City in connection with this Payment Affidavit. If no subcontractors or suppliers are listed on the preceding chart or Sales Tax Statements, the undersigned certifies that no subcontractors or suppliers were used in performing the Project/Contract for the payment period indicated. Failure to provide accurate and truthful information is a violation of the City of Raleigh Policy and may result in the sanctions prescribed therein.

This _____ day of _____ 20____

Signature

Print Name and Title

To be completed by City for FINAL PAYMENT

Total Paid to Contractor	\$	Proposed DBE Amount	\$	DBE Commitment: _____%
<input type="checkbox"/> Prime Contractor DBE				
Total Paid to Subcontractors	\$	Total to DBE Subcontractors	\$	DBE Final: _____%