

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Paying Contractors	<u>Number</u> 602
Related Policy:	Payment to Contractors During Construction – 6Hx20-6.002	<u>Page</u> Page 1 of 1

I. Purpose

To ensure that payments to contractors shall not exceed the material used and stored on site and labor performed on construction projects. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.3, [2])

II. Procedure

- A. During the course of construction, partial payments shall be made at intervals not less than 30 days upon presentation of invoices and partial receiving reports to Accounts Payable.
- B. A payment request indicating a schedule of costs, using form AIA Document G-702 or the equivalent, shall be used. The form indicating the amount requested shall be signed by the contractor and duly notarized and submitted to the architect/engineer for approval.
- C. This request will then be submitted to the Director, Facilities Planning and Construction, who will review the percent of work completed, the status of material stored on site, and will approve or disapprove the requested payment.
- D. If disapproved, an agreement between the contractor, architect/engineer, and the College must be negotiated.

Responsible Official: Director, Facilities Planning and Construction	
President's Signature: 	Date: 10/02/2025