

# Progress Payment Requisition Statement

Project Name:

\_\_\_\_\_

Project Number:

\_\_\_\_\_

Requisition No.:

\_\_\_\_\_

Owner:

\_\_\_\_\_

Contractor:

\_\_\_\_\_

Date:

\_\_\_ / \_\_\_ / \_\_\_\_\_

Contract Value:

\_\_\_\_\_

Period From:

\_\_\_ / \_\_\_ / \_\_\_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_\_\_

## Summary of Progress

Description of Work	Scheduled Value	Value this Period	Value to Date	Balance to Finish	% Complete
1. General Conditions					
2. Site Work					
3. Concrete					
4. Other					
<b>Total</b>					

Total Earned to Date:

\_\_\_\_\_

Less Previous Payments:

\_\_\_\_\_

Current Payment Due:

\_\_\_\_\_

Retainage (%):

\_\_\_\_\_

Net Due:

---

## Certification

The undersigned certifies that to the best of their knowledge, the above statement is true and correct, that the work covered by this payment requisition has been completed in accordance with the contract documents, and that payment has not been received for the amount requested.

---

Authorized Representative  
(Contractor)

---

Date

### **Important Notes:**

- This statement must be supported by relevant progress documentation and, if required, lien waivers or other supporting forms.
- All calculations should be verified for accuracy before submission.
- Payment requisitions should correspond with contractual milestones and executed work.
- Retainage, if applicable, must be withheld from the current payment due as per contract terms.
- Review and approval by the Owner or Architect/Engineer may be required prior to disbursement.