View and Submit a Payment Request

Navigation: *Supplier Homepage> School Construction> Payment Request*

To View/Edit an Already Submitted Payment Request
1. Go to the **Find an Existing Value** tab.
2. Click **Search** to display all payment requests.
   - Scroll through the search results table to find the version of the intended payment request. There may be several versions for one contract if multiple requests have been submitted.

   - If needed, enter the specific **Contract ID**
       i. If the Contract ID is not known, click the magnifying glass next to the field to bring up a pop-up search box

The Payment Request Form page contains identifying information such as the school district who submitted the request, the preparer's name, the Contract ID, form type, and scheduled payment date. The remainder of the page contains tables of costs organized by cost types.

The Payment Request Form screenshot showing:

Payment Request Form

Department of Administrative Services | **School Construction**

Field	Value	Field	Value
Business Unit	DASM1	Contract ID	0020058
Request #	SCP0010	Award Amount	20000000
Supplier ID	0000000001	Form Type	Final Request
Supplier Name	TOWN OF ANDOVER	Request Status	Approved
School Name	Ansonia Middle School	Entry Date	09/04/2018
Preparer	suneel	Project Status	
Preparer's Title	mr.	Payment Status	
Phone	999/999-9999	Approved Date	09/07/2018
Email	doit.core.emailtest@ct.gov		

Cost Type	Col. 1 Estimated Application Project Costs	Col. 2 Revised Contracted Project Costs	Col. 3 Approved Expenditures to Date	Col. 4 Current Expenditures Requested
Eligible Costs				
1 Architectural Design	0.00	100.00	0.00	1.00
2 Site Acquisition	0.00	200.00	0.00	2.00
3 Facility Purchase	0.00	300.00	0.00	3.00
4 Other Professional Fees	0.00	400.00	0.00	4.00
5 Construction Fully Eligible	0.00	500.00	0.00	5.00
6 Bonus Costs - School Readiness	0.00	600.00	0.00	6.00
7 Bonus Costs - Full Day K	0.00	700.00	0.00	7.00
8 Equipment/ Furnishing	0.00	800.00	0.00	8.00
9 Roof 15-19 years Cost	0.00	900.00	0.00	9.00
Sub-Total	0.00	4,500.00	0.00	45.00
Limited Eligible Costs				
10 Outdoor Athletic Facilities	0.00	1,000.00	0.00	10.00
11 Natatorium	0.00	1,100.00	0.00	11.00
12 Auditorium Seating Summation	0.00	1,200.00	0.00	12.00
13 Gym Seating Area	0.00	1,300.00	0.00	13.00
Sub-Total	0.00	4,600.00	0.00	46.00
Ineligible Costs				
14 Ineligible Site Acquisition Co	0.00	0.00	0.00	0.00
15 Ineligible Facility Purchase P	0.00	0.00	0.00	0.00
16 Ineligible Construction Costs	0.00		0.00	0.00
17 Ineligible Bonus Costs - Schoo	0.00			0.00
18 Ineligible Bonus Costs - Full	0.00			0.00
19 Unauthorized Cost Increase	0.00			0.00
20 Contingency	0.00			0.00
21 Roof Ineligible	0.00			0.00
22 Other	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
Project Total	0.00	9,100.00	0.00	91.00

Approved Expenditures to Date (State Share) displays the amount the State has already paid on this project.

Approved Expenditures to Date (State Share)	0.00
New Expenditures Requested (State Share)	0.00

New Expenditures Requested (State Share) will not populate until this request the current request is paid.

Comments — Find | View All — First 1 of 1 Last

Associated Document
Attachment 2018_9_05_Test_Issues.xlsx — [View] [Delete]

▼ Certifications

SJM — The project has been accepted by the architect and construction management firms;

SJM — All change orders for this project have been approved by Department of Administrative Services;

SJM — The grant received for this project does not represent a duplication of funding and that fund received do not exceed 100% of the total cost of the project;

SJM — All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account;

SJM — The total sum noted in this application was expended for the school building project herein described;

SJM — Application is hereby made under provisions of chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described herein, and

SJM — All the statements contained in this application are true and correct to the best of my knowledge and belief.

SJM — Certification by our attorney that all legislative and regulatory requirements, including C.G.S. Sections 10-287(b) and 49-41, have been met in awarding of contracts for this building project, has been obtained by me.

☑ I acknowledge all the Certifications above
09/14/2018 Local Board Acceptance date
☑ Certified Minutes are attached
☑ Grant Application Phase Cost Estimate is attached
☑ Final Project Funding is attached

Last Modified On 09/07/18 10:25AM

[Print]

Core-CT

To Submit a Payment Request

1. Go to the **Add a New Value** tab
   - **Business Unit** - DASM1
   - Use the specific **Contract ID**
     i. If the Contract ID is not known, click the magnifying glass next to the input box to bring up a pop-up search box
   - **Payment Request Number** - NEXT

Payment Request

| Find an Existing Value | Add a New Value |

Business Unit DASM1
Contract ID [   ] 🔍
Payment Request Number NEXT

Add

Find an Existing Value | Add a New Value

Look Up Contract ID

Business Unit   DASM1
Contract ID begins with ✓ [   ]

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First ◀ 1-2 of 2 ▶ Last

Contract ID	Supplier Name	Expire Date	Contract Status
18DASTEST23640	TOWN OF ANDOVER (blank)		Approved
18DASANDOVER9878	TOWN OF ANDOVER (blank)		Approved

This is the blank Payment Request Form page. The top contains identifying information such as the school district who submitted the request, the preparer's name, the Contract ID, form type, and scheduled payment date. The remainder of the page contains tables of costs organized by cost types.

Payment Request Form

Department of Administrative Services | **School Construction**

Business Unit DASM1
Request # NEXT
Supplier ID 0000000005
Supplier Name TOWN OF BARKHAMSTED
School Name Covington
*Preparer
*Preparer's Title
*Phone
*Email

Contract ID 18DASYBAR001123
Award Amount 40,000
*Form Type
Request Status Draft
Entry Date
Project Status Estimated Payments
Payment Status
Approved Date
*Scheduled Payment Date

Cost Type	Col. 1 Estimated Application Project Costs	Col. 2 Revised Contracted Project Costs	Col. 3 Approved Expenditures to Date	Col. 4 Current Expenditures Requested
Eligible Costs				
1 Architectural Design	0.00	1,000.00	500.00	0.00
2 Site Acquisition	0.00	0.00	150.00	0.00
3 Facility Purchase	0.00	200.00	200.00	0.00
4 Other Professional Fees	0.00	0.00	0.00	0.00
5 Construction Fully Eligible	0.00	100.00	100.00	0.00
6 Bonus cost (School Readiness)	0.00	0.00	0.00	0.00
7 Bonus Costs - Fully K/Class Si	0.00	0.00	300.00	0.00
8 Equipment Furnishing	0.00	0.00	0.00	0.00
9 Roof 15-19 years Cost	0.00	0.00	0.00	0.00
Sub-Total	0.00	1,300.00	1,250.00	0.00
Limited Eligible Costs				
10 Outdoor Athletic Facitlities	0.00	0.00	0.00	0.00
11 Natatorium	0.00	0.00	150.00	0.00
12 Eligible Auditorium Seating	0.00	0.00	0.00	0.00
13 Eligible Gym Seating Area	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	150.00	0.00
Ineligible Costs				
14 Ineligible Site Acquisition Co	0.00	0.00	0.00	0.00
15 Ineligible Facility Purchase P	0.00	0.00	0.00	0.00
16 Ineligible Construction Costs	0.00	0.00	0.00	0.00

2. Fill-out the identifying information including Preparer Name, Preparer's Title, Phone, Email

- The email field can have multiple email addresses. To do this you must separate each email address by a semicolon. For example: JohnDoe@gmail.com ; JaneDoe@gmail.com

3. Choose the correct **Form Type** using the dropdown menu— Estimated, Final, Revision

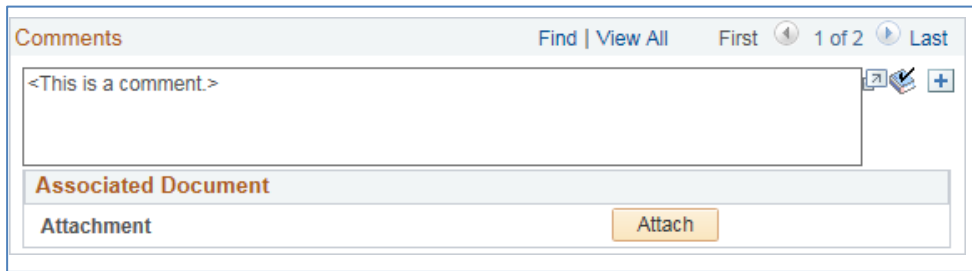- Estimated: The typical request until the project has reached the funding threshold

- Final: The final payment request to be sent when a project has reached the funding threshold of 89%
- Revision: Used when the scope of the project has changed significantly impacting the amount of funds requested

4. Fill-out the **Cost Types**
   - Only **Column 2, Revised Contracted Project Costs** (the total budgeted cost for the project) and **Column 4, Current Expenditures Requested** (the exact amounts requested with this form) will be editable. Every other column will be grayed out.
   - Please note: The form will not add columns 3 and 4, as it did in the previous system. Enter the total funds requested for this payment request in column 4.
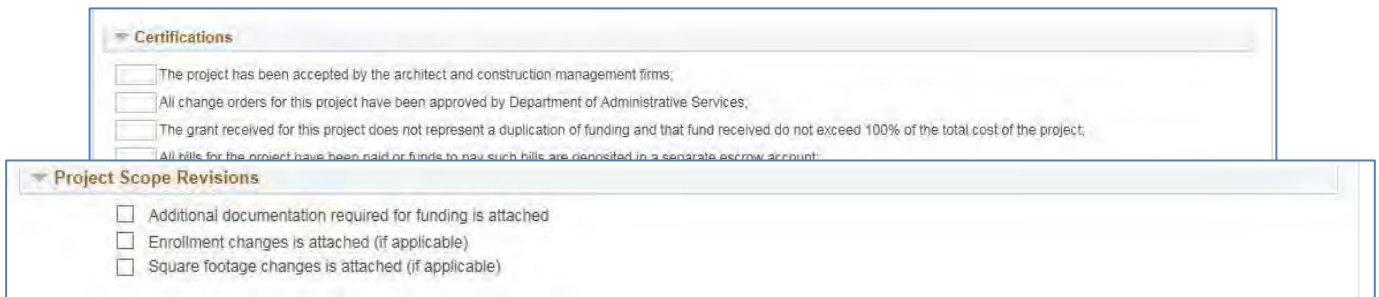
5. Attach optional **Comments or Attachments**.
   - To enter multiple invoices, click the icon next to the comment box.

6. Complete any required additional questions at the bottom
   - Only Final and Revision form types will specifically ask for further documentation or verification
   - Enter <u>your initials</u> into each row in the certification section

7. **Click Submit** to put the form into Submitted status. You will receive an email when the application is approved, pushed back, or denied.