



THIRD PARTY CONSTRUCTION PAY REQUEST PROCEDURE (FAC-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process by which pay requests for construction projects managed by third parties are approved and paid.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Facilities Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer (COO)

4.0 DEFINITIONS:

- 4.1 Third Party Manager: Any person (i.e. architect/engineer/project manager) outside of the school system contracted to manage a facilities project.

5.0 PROCEDURE:

- 5.1 Third party manager approves pay request and sends request to Facilities Manager for review.
- 5.2 Facilities Manager reviews and approves request, subject to confirmation of actual work completed, completes MUNIS purchase order receiver report ('K' under Department functions), and forwards request to Chief Operations Officer.
 - 5.2.1 One copy of request is retained in the Facilities office.
 - 5.2.2 Three (3) copies are forwarded to COO.
- 5.3 Chief Operations Officer reviews pay request for authenticity and forwards to the Business Affairs Department.
- 5.4 Chief Financial Officer reviews request for contract compliance.
 - 5.4.1 If approved, the pay request is forwarded to Accounts Payable (ref. ACC-P001) where the check is written and mailed to contractor.
 - 5.4.2 Questions are referred to the Facilities Manager for additional justification.
- 5.5 Copy of the pay request is filed in the Business Affairs Office.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Accounts Payable (ACC-P001)
- 6.2 American Institute of Architects Doc. A201, Article 9

7.0 RECORD RETENTION TABLE:



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Identification	Storage	Retention	Disposition	Protection
Pay Request	Copy in Business Office with contract	6 years	Recycled	Secured building
	Copy in Facilities Office	5 years	Discard as Desired	Secured building

8.0 REVISION HISTORY:

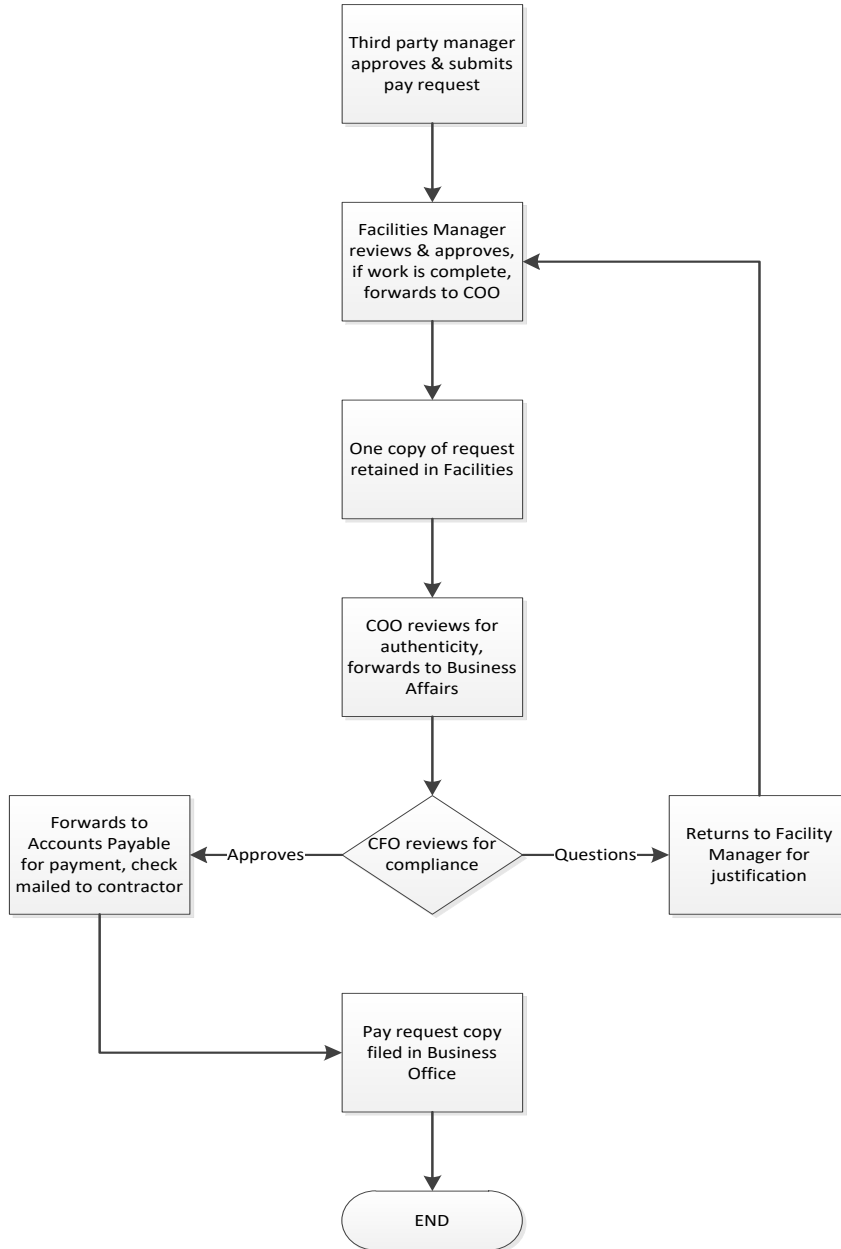
Date:	Rev.	Description of Revision:
3/11/03		Initial Release
3/19/03	A	Clarify 4.1, 5.2, 5.3, 5.4.1 and 5.4.2, add 6.3, revise flowchart to reflect clarifications
3/12/13	B	Change Engineer to Manager, add 5.2.2, delete receiver report
9/25/18		Updated logo, not a revision.
9/19/19		Reviewed, no revision. Slightly moved text box indicating "The online version of this procedure is official" due to it partially covering 1.0.

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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



*** End of Procedure ***