



Public Projects Checklist for Getting Paid:

You will NOT get paid if you have not complied with the following:

- _____ ** **“BOLI Bond”** do you have yours on file with the CCB?
- _____ ** **“CCB License”** must be current.
- _____ **“Work order”** signed and returned to our office?
- _____ **“Exh 4.1.2” Schedule of Values** complete & returned to our office?
- _____ ** **“Exh 4.1.3” List of Lower Tier Subs/Suppliers/Unions** complete and returned to our office?
- _____ ** **“Insurance”** do you have current certificates on file with us?
- _____ ** **“Drug Testing Policy”** have you provided a copy to our office?
- _____ ** **“Fringe Verification”** completed and turned in?
- _____ ** **“Weekly Certified Payroll Reports”** completed and turned in?
- _____ ** **“Drug Testing Log”** turned in as new employees appear on Certified Payroll Reports?
- _____ ** **“Lien Waivers”** have you turned in conditional for the current month and unconditional for the prior month?
- _____ **“Textura”** are you set up?
- _____ ** **“Close Outs”** are due when you are 75% complete.

****You are responsible for collecting, verifying and submitting these items to our office for all your lower tiers, and for tying all your subcontractors to our subcontract agreement.**

