

The following information is provided to assist vendors with the submittal of the A4B/A4M Payment Request to UC San Diego, Office of Capital Program Management's (CPM) electronic invoice system.

1. All payment requests and supplementary information are to be submitted electronically to the Fiscal Unit's e-mail address: [CPM-Fiscal@ucsd.edu](mailto:CPM-Fiscal@ucsd.edu)
2. The following document(s) should be attached to the email **as a single PDF Document:**
  - Completed and signed A4B/A4M Payment Request – *must be prepared on the standardized form provided by UC San Diego Office of Capital Program Management*
  - Supplementary documentation – no standardized format is required
3. A company payment request may be attached as supplementary/reference information, however, the standardized form will be considered the "official" pay request.
4. The format of the e-mail subject heading for submittal of the pay request should be: PAYMENT REQUEST, Project Number/Contract Number, Company Name. An example of this follows:  
**PAYMENT REQUEST, 4896/A4B-079, ACME Corporation**
5. The e-mail Subject Line format for the revised pay request (previously submitted but returned by UC San Diego for corrections and/or revisions) should be: REVISED PAYMENT REQUEST, Project Number/Contract Number, Company Name. An example of this follows:  
**REVISED PAYMENT REQUEST, 4896/A4B-079, ACME Corporation**
6. W-9: For changes to the address, company name, and/or ID #, please complete a new W-9 and submit scanned copies of the W-9 with the payment application to [CPM-Fiscal@ucsd.edu](mailto:CPM-Fiscal@ucsd.edu) as a separate document from Payment Request.
7. Submission to [CPM-Fiscal@ucsd.edu](mailto:CPM-Fiscal@ucsd.edu) will result in the fastest turnaround time for payment. Sending documents to anyone other than the Fiscal electronic in-box will delay or reject payment. Please do not inquire about payment status unless it is 30 days past the submittal date.
8. Questions relating to this process may be sent to [CPM-Fiscal@ucsd.edu](mailto:CPM-Fiscal@ucsd.edu) or you may leave a message for a return call at 858-534-0893.

This document is provided as a reference when preparing the standardized A4B/A4M electronic payment request form required by UC San Diego, Office of Capital Program Management (CPM). Please refer to the attached numbered sample; the numbers on the document correspond with the numbers below providing detailed directions for completing the payment request.

1. Contractor Name: The Company named in the agreement with CPM and to whom the payment will be made.
2. Federal ID Number: The federal ID number for the company listed in #1 above.
3. Remittance Address: **The mailing address where the check will be sent.** Please be sure that it is accurate and up to date.
4. Date: The date the payment request is prepared.
5. Contact Phone #: The area code and phone number of a contact should there be any questions about the information on the submitted documentation.
6. Contact Email: Email address of the person submitting the invoice documents, to be contacted by CPM if additional information is needed.
7. UCSD Contract Number: The number located on the Notice to Proceed issued by CPM. Ex: **A4B-079**.
8. Request Number: Determined by the number of payment requests previously submitted.
9. Project & Plant Account Number: Generated by CPM and found on the Notice to Proceed. Ex: **4896/954898** or **W4896/CPM01234**.
10. Period To: End date of work performed this billing period.
11. Project Name: Set and determined by CPM; located on the contract document. Enter words only, please exclude numbers. Ex: Muir Biology Third Floor Renovation
12. Complete the items in this section as follows:
  - Item #: Number in sequence beginning with #1
  - Description: The description of the work associated with each item #
  - Total Cost: The agreed upon amount for each item #
  - % Complete to Date: The % of work completed to date, including the current billing period, for each item #
  - Total Complete to Date (skip): The total amount due per line item this payment request for the specific billing period. This will auto calculate.
  - Change Orders: Throughout construction there may be the occasion to modify the value of the work through the Change Proposal Field Order (CPFO)/change order process. Only list change orders that are fully executed.
13. % of Work Completed in California: Please complete the percentage of work completed in California for this billing period. This field is for tax purposes and does not refer to the project's completed-to-date percentage. (typically 100%)
  - For questions regarding California nonresident tax withheld, please contact BFS Support at [bfsupport@ucsd.edu](mailto:bfsupport@ucsd.edu)
  - Out-of-State suppliers please refer to the Franchise Tax Board (FTB) website: <https://www.ftb.ca.gov/individuals/wsc/withholding.shtml>, for information on California nonresident tax withholdings.

14. Office Use Only: Do not complete this section.

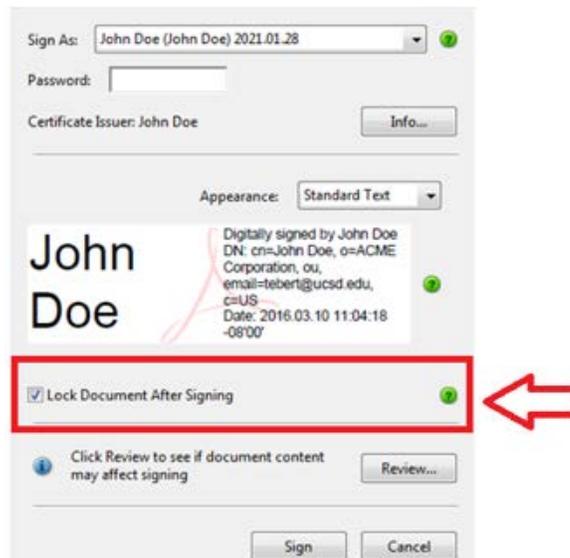
15. The following information needs to be entered for each payment request (with the exception of those indicated as auto-calculate):

- Original Contract Amount: Total value of the initial contract issued by CPM.
- Net Change by Change Orders: Total value of all change orders issued and approved to date.
- **Skip** - Contract Sum to Date: Auto-calculation of Original Contract Amount plus Net Change by Change Orders.
- Total Completed and Approved: Total amount of all work completed to date, including the current billing period.
- Amount Paid to Date: Total amount CPM has paid to date.
- **Skip** - Total Amount Due: Automatically calculated based on Total Completed and Approved less Amount Paid to Date. This should reflect the total billing for the work performed in this billing period.

16. Declaration Section: Review and complete this section.

17. Once items 1-16 have been completed, save as a PDF document.

- Now you can merge any supplemental documentation following the last page of the payment request form and add electronic signature.
- Click on “Fill & Sign” on the top right corner of document and place signature in the proper field. Select the checkbox for “Lock Document After Signing” prior to signing electronically to ensure that your data is protected.



18. Please email as **one PDF** to [CPM-Fiscal@ucsd.edu](mailto:CPM-Fiscal@ucsd.edu) as described in the **General Information** document.