

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

1. All Payment Applications and supplementary information must be submitted electronically to the Fiscal Unit's e-mail address: CPM-Fiscal@ucsd.edu
2. The following document(s) must be attached to the email as **a single PDF Document**:
 - Completed and signed 7-page Contractor Payment Application – *must be prepared on the standardized form provided by UC San Diego Capital Program Management*
 - Supplementary documentation – must be merged following 7 page application
 - All payment applications must be submitted as a single transaction, example: if you are billing for a monthly period ending amount and a partial reduction of retention, they must be on two separate pay-apps. Our electronic invoicing system does not allow for two different transactions on the same payment application.
3. A company invoice may be attached as supplementary/reference information, however, the CPM standardized form will be considered the “official” Payment Application.
4. The e-mail format subject line and form file name should be, *the Company Name and the Contract Number followed by the Application Number (required to be 9 characters long)*. An example of Pay App #1 is as follows:

ACME Corporation, A4L999001
5. The e-mail Subject Line format for revised Payment Applications (rejected by UC San Diego for corrections and/or revisions) should be, *REVISED, the Company Name and the Contract Number followed by the Application Number (required to be 9 characters long)*. An example of this:

REVISED, ACME Corporation, A4L999001
6. Release of 100 percent retention or partial reduction of retention must be on a separate Payment Application. For partial release of retention, a \$0.00 change order and consent of surety is required. Billing for both pre-construction and construction payments must also be on a separate pay app (ie: label as #1 and #1A)
7. 100% Retention can be released 35 days after Notice of Completion (NOC).
8. 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 as a separate document from Contractor Payment Application.
9. Submission to 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.
10. Questions relating to this process may be sent to 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 7-page, electronic Contractor Payment Application form required by UC San Diego, Office of Capital Program Management (CPM). We have only provided details for those fields that need additional instruction to help you fill out the CPM Payment Application. This is based on the most frequently asked questions.


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- Do not round, use exact numbers only on the form.
- Change Orders approved in previous months: is obtained from vendor records.
- Fully executed Change Orders approved this month: Enter fully executed change orders for the current month (or attach additional page(s) with this information) and enter the “Current Month’s Total” of these change orders. “Fully executed change orders” are change orders that have been signed by the University and all required parties. **Applications for Payment will not be processed if Change Orders are not fully executed.**

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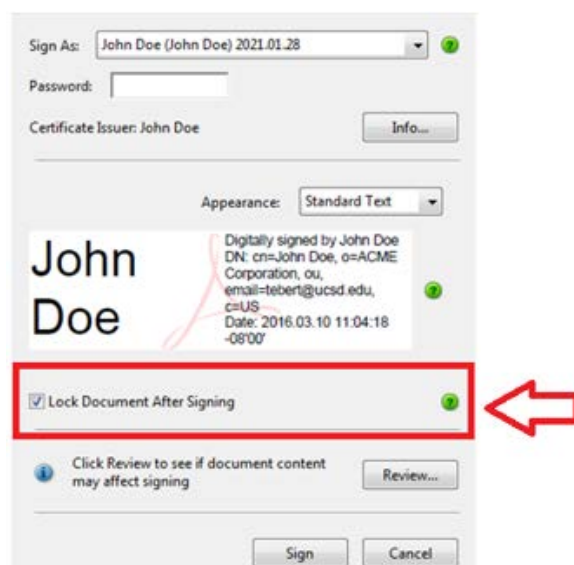
- Type in all required fields on this page, with the exception of the Signature line at the bottom of the page.
- **DO NOT e-sign the form yet. Signatures should be done once the document is converted into a PDF (instructions to follow)**

CONVERT FORM TO PDF:

After Payment Application is completed and reviewed for accuracy, it must be saved as a PDF document (option available in word “save as” menu). Once PDF document is opened back up, you can merge any supplemental documentation following the last page of the Payment Application and add electronic signature on page 3 using Adobe Acrobat Pro by clicking this icon  on the top of the document.

FINAL SIGNATURE - RETURN TO PAGE 3

- Click on “Fill & Sign” on the top right corner 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 from further changes. Please see example below:



Please email as one PDF document to CPM-Fiscal@ucsd.edu as described in the first page of this document.