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Description automatically generated

Monthly Pay App Report for **Project Name – Project # xx.xxx.xxx**

Time Period (Month, dates, year)

**Table of Contents**

1. Payment Application (FS#11) with associated backup for Current Pay Period
   1. Current Schedule of Values
   2. Subcontractor and Supplier Invoices and Conditional Lien Waivers for Current Pay Period
   3. General Conditions Invoices and Associated Backup (including Employee Time Cards) for Current Pay Period
   4. Job Cost Ledger
2. Monthly Executive Summary, including:
   1. Progress of Work
   2. Any discrepancies, conflicts, or ambiguities in the Construction Documents that require resolution
   3. Health and Safety issues that have arisen in connection with the Work
3. Cost Tracking Report (FS #33), including:
   1. Current Work cash flow projection
   2. Projected final cost
   3. Subcontract amounts with buy-out status
   4. Status of Contingency & Allowance usage
4. Construction Contingency Report
   1. How the Contingency was used in the reporting period
   2. CUA Log
5. Updated CPM Schedule & Schedule Narrative Report
6. Superintendent’s daily site reports (Daily Logs)
7. Project Photos, including dates and locations as labels
8. Project Meeting Minutes
9. Current RFI Log
10. Current Submittal Log
11. Equipment Log