



**CONTRACTOR'S REQUISITION FOR PARTIAL PAYMENT NO. \_\_\_\_\_  
 AFFIDAVIT AND RELEASE OF CLAIM ON PRECEDING REQUISITION**

Date: \_\_\_\_\_

Comes now GENERAL CONTRACTOR \_\_\_\_\_

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

For the Project \_\_\_\_\_

Under CONTRACT DATED \_\_\_\_\_ Notice of Commencement issued \_\_\_\_\_ under contract \_\_\_\_\_ awarded \_\_\_\_\_

and requests payment from the School Board of Miami-Dade County, Florida, Owner for the work done and materials supplied during the preceding period since the last Requisition was rendered, itemized as follows to date:

| ITEMS         | [A]<br>Original<br>Amount of<br>Contract | [B]<br>Extras and<br>Credits | [C]<br>Previous<br>Pay Reqs.<br>Gross | [D]<br>This<br>Pay Req. | [E]<br>Total Reqs.<br>Including<br>This Req. | % | [F]<br>Balance<br>to Finish |
|---------------|--|------------------------------|---------------------------------------|-------------------------|--|---|-----------------------------|
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| <b>TOTALS</b> |  |                              |                                       |                         |  |   |                             |

PER CENT (%) PROJECT COMPLETE

TOTAL OF COLUMN [E] DIVIDED BY COLUMN [A] FINAL PAYMENT [ ]

**Architect Certificate for Payment** - In accordance with the contract documents, based on onsite observations and the data comprising this application, the Architect certifies to the Owner that, to the best of the Architect's knowledge, information, and belief, the work has progressed as indicated, the quality of work is in accordance with the contract documents, and the Contractor is entitled to payment of the amount certified.

Amount Certified - \$ \_\_\_\_\_ Architect Signature of Certification \_\_\_\_\_ Date \_\_\_\_\_

**NO CHANGES TO BE MADE BY ARCHITECT BELOW THIS LINE.**

The General Contractor further upon oath deposes and says that the labor, services, and/or materials disclosed by the preceding Requisition Number \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_, in the gross amount of \$ \_\_\_\_\_ less 10 % have been used exclusively and solely on said contract; that appropriate release(s) of lien(s) has/have been obtained from any subcontractor(s) involved; and the said subcontractor(s) has/have been paid for all labor; materials and supplies used in connection therewith. Further affiant does hereby release said Owner, The School Board of Miami-Dade County, Florida, from any claim, demand or obligation under the aforesaid contract for the labor, services and/or materials covered by the preceding Requisition.

Construction Manager/Contractor shall execute and provide one (1) of the following:

- signature, corporate seal, attesting secretary; or
- signature, two (2) witnesses; or
- signature, Notary.

|                                     |                            |
|-------------------------------------|----------------------------|
| Attest Secretary or Witness         | Name of Firm               |
| Witness                             | _____(SEAL)                |
| State of _____                      | President, Owner/Partner   |
| County of _____                     | (Sign as on contract)      |
| On this _____ day of _____, 20____, | Print name(s) of signer(s) |

personally appeared before me, as the signer(s) of the attached instrument, and he/she/they acknowledged that he/she/they signed the instrument voluntarily for the purpose expressed in it, who is personally known to me or has produced

|   |                        |
|---|------------------------|
| Type of Identification ID#/Expiration Date                | Signature of Notary    |
| (Seal)  | Printed Name of Notary |
|   | M-DCPS Project Manager |
| Project Architect   | Date                   |
| (Signature as to releases of lien for prior requisition.) |                        |

**INSTRUCTIONS**

1. This Requisition and Release must be executed with the same formality as your Contract that is:
  - (a) Corporation - Sealed and signed by President and Secretary and notarized.
  - (b) Individual Owner - Signed by Owner, 2 Witnesses and notarized.
  - (c) Partners - Signed by one Partner, 2 Witnesses and notarized.
2. Five originals of this Requisition and Release must be submitted to the School Board of Miami-Dade County, Florida.
3. This Requisition and Release must be executed in addition to any other method and/or evidence that may be required of the Contractor to substantiate payment of bills.
4. In the event this Requisition constitutes request for Final Payment, check appropriate square.
5. Any necessary changes made by the Project Architect which correct the sums requested by this Requisition shall contain the initials of the person authorizing the change beside each such change.
6. This Requisition will not be honored unless the blank space in the Oath of the Contractor is filled with the appropriate amount of the preceding Requisition.
7. Each person signing the Contractor's Oath in this Requisition assumes individual responsibility for the truth of the statements in the Contractor's Oath in addition to binding the firm he or she represents.