



Project ID Contract Registration Number Work Order Number Change Order Number

Project Address

Payment Number Payment Period From Payment Period To Submission Date

This requisition for payment is being:

☐ Rejected and returned for the following reasons:

☐ Missing backup documentation. (See attached Document Checklist)

☐ Incomplete preparation of forms.

☐ Clarification of submitted information. Please clarify:

☐ Change Order/Task or Work Order is not registered.

☐ Insurance has expired.

☐ Time Extension is not Approved.

☐ Other. (Provide explanation.)

PM/EIC

Print Name Title

Signature Date (MM/DD/YY)

Program Unit/Section/Borough Office