



JOB NAME & ADDRESS

Catalyst Project No:
SUBCONTRACTOR NAME

Application for Payment: Procedures

1. **Payment Dates:** Applications for Payment are customarily due: 20th of the month. However, the Purchase Agreement that you signed, may have a different date. Please refer to the Purchase Agreement for changes that could occur. All billing dates that fall on a weekend or holiday, the Application for Payment is due the last business day before the weekend or holiday
2. Applications should include work projected to be completed through the end of the month.
3. Pay applications must be submitted on AIA documents G702 & G703 (or similar format). Unless prior approval is made by CCMI. Invoices will not be accepted and will be returned.
4. Subcontractor's legal company name, address and Catalyst project number shall be listed on the G702 & G703.
5. **Tax-Exempt projects:** , must have the Tax-Exempt Number listed on the Application for Payment
6. Application for Payment shall not include any Un-Approved Change Orders. All applications that include unapproved change orders will be rejected and returned.
7. **Submit Pay Applications:** Via mail, fax (317-579-1556) or emailed to Tracy Armstrong – tarmstrong@catalystcmi.com. DO NOT send to jobsite or to the Project Manager or Superintendent as this only delays processing.

8. **Waivers of Lien:** Whether Partial or Final **must be accompanied with ALL Applications for Payment.** Applications will not be processed without the required Waiver of Lien. The only waiver that will be accepted is Catalyst's (See Attached)

9. Before final retainage will be released all warranty letters, O&M Manuals, and ALL project closeout requirements must be submitted and approved.

10. **Retainage Invoices:** You are required to submit a Final Application for Payment for Retainage. You will not be paid retainage without submitting all