



City of Miami Capital Improvements Program JOC Contractor Payment Requisition Procedures

Introduction

Effective January 4, 2010 the City of Miami Capital Improvements Program (“CIP”) is implementing a new form for payment requisitions to be used for projects awarded under the Job Order Contracting Program. This form must be used for all payment requisition submitted starting in January 2010. Only the highlighted fields allow information to be entered. The payment requisition must also include the required release of lien, affidavit, or consent of surety forms that are available on the CIP webpage. . Use of any other form will result in the rejection and return of the payment requisition to the Contractor for resubmission. Please check the CIP webpage to make sure you are using the most recent forms.

The new procedure requires that a single payment requisition be used for a project where in the past separate payment requisitions have been submitted for each project supplement. The process outlined below for completing the invoice must be followed to ensure that the payment requisition can be processed.

Preparing the Payment Requisition

The Payment Requisition should be completed based on the following

1. The purchase order number shown in the top right corner is to be the original purchase order number issued for this project.
2. The section titled “Liquidated Damage s Assessment” must be completed and reflect all of the change to the contract time frame so that the document reflects the final completion date for the entire project.
3. The section titled “Purchase Order Breakdown This Requisition” as follows:
 - a. The “Total Purchase Orders” line must match the line titled “Payment Due This Requisition”. The JOC number(s) must be listed with the applicable purchase order number together with the amount to be charged to the purchase order as reflected below.

JOC Number	PO Number	Amount
B-12345.00	55526	\$55,482.00
B-12345.01	586720	\$13,2234.00
B-12345.02	602871	\$19,275.00

4. Each supplement, which is any JOC number ending with other than .00 must be shown as an additive or deductive change order on the payment requisition.