



## Pay Estimate Checklist

(Complete and attach with each Pay Estimate)

Contract No.			
Prime Contractor			
Construction Manager			
Tollway Project Manager			
Pay Estimate No.			
Period		Through	

### Pay Estimate

- Hard Copy Printout of Pay Estimate *(Submit to Document Control Manager)*
- Pay Estimate in FieldSys Uploaded to Tollway Contract Services

### Summary of Material in Storage (A-31)

- Included\*     Not Included  
\*Include Material Storage Sheet printed from Fieldsys

### Diversity Forms

- EEO Forms – required for all construction projects
- Small Business Set Aside Project – no DBE or Vet forms required
- DBE Forms required
- Vet Forms required

	DBE/VOSB 2115	DBE/VOSB 2114	EEO 0003	Supplement to EEO 0003	Period Covered
1st and 2nd Partial Pay Estimate				This form is not required after 1/1/2017, as required data is pulled from monthly EEO 0003 forms submitted in Capture	
Odd Partial Pay Estimates (3rd+)		<input type="checkbox"/> Filed in Capture - <b>Attach hard copy to pay estimate</b>	<input type="checkbox"/> Filed in Capture - no hard copy		From previous odd Pay Estimate through current odd Pay Estimate
Final Pay Estimate	<input type="checkbox"/> <b>Required</b> - unless previously submitted		<input type="checkbox"/> Filed in Capture - no hard copy		Final Pay Estimate

### CM Review Affidavit (unsigned forms will not be accepted)

By signing below, I certify:

- The DBE 2114 report for the previous Pay Estimate period, generated from Capture, is included with this pay estimate, if applicable.
- The information as presented in the attached DBE 2114, if applicable, represents the information as shown in the Capture program.
- The EEO 0003 report for the previous Pay Estimate period has been completed by the Contractor in Capture.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Authorized Construction Manager Representative)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Full Name of Person Signing Checklist Above) (Title of Person Signing Checklist)

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Email Address of Person Signing Checklist Above) (Telephone # of Person Signing Checklist)