FORM 101– CONTRCTOR REQUEST FOR PAYMENT INSTRUCTIONS

STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
ARCHITECTURE & ENGINEERING DIVISION
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FORM
101

CONTRACTOR REQUEST FOR PAYMENT

AE#

Project Name:	Contractor:	Date:
Location:	Address:	Pay Req #:
	email:	Period From:
	Phone:	To:

Blue fields = fillable fields
White fields = calculated fields

RETAINAGE ADJUSTMENT	
1. Total Retainage to Date:	$0.00
2. Less Securities Deposited or Retainage Paid Out:	
3. Retainage Withheld (1-2)	$0.00

CONTRACT AMOUNT STATUS	
1. Original Contract Amount	
2. Net +/- by Change Order	
3. Contract Amount to Date	

Additions & Deductions are entered as positive numbers.

If there are more than 5 change orders, combine previous change orders on the first line. Number them 1-5 on the first line and combine all amounts.

CHANGE ORDER SUMMARY			
No.	Date Approved	Additions	Deductions
TOTALS:			
NET TOTAL:			

CONTRACT STATUS	
1. Work in Place (from next page)	
2. Total Work & Stored Material	
3. Retainage Withheld	$0.00
4. Total Earned Less Retainage	$0.00
5. Less Previous Payments	
6. Amount Due This Payment	$0.00
7. Less 1% State Contractor's Tax	$0.00
8. Payment Due Contractor	$0.00

WORK IN PLACE / STORED MATERIALS

Project Name: _____   Contractor: _____   AE# _____

Location: _____   Date: _____

Pay Req #: _____

Click the + or – signs to add or remove lines as needed.

	A	B	C	D	E	F	G		H	I
				WORK COMPLETED						
+	ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D+E)*	THIS PERIOD	MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED & STORED TO DATE *(D + E +*	% *(G / C)*	BALANCE TO FINISH *(C - G)*	RETAINAGE
-										$0.00
-										$0.00
-										$0.00
-										$0.00
-										$0.00
		TOTALS								$0.00

Columns A, B, and C – Schedule of Values

- Identify the various portions of the project and their scheduled values.
- The breakdown may be by **sections of the Work** or by **Subcontractors**.
- These values should match the **original schedule of values** submitted to the Architect at project start, or as adjusted.
- The total of **Column C** should initially equal the **original Contract Sum**.
- Column C may be adjusted by **approved Change Orders** during the project.

Column D – Work from Previous Applications

- Enter the amount of completed work **covered by the previous application**.
- This includes **Columns D and E** from the prior pay request.
- **Do not include** values from **Column F (Materials Stored)** from the previous application.

Column E – Work Completed This Period

- Enter the value of work completed **during the current pay period**.
- Include the value of materials that were previously listed in **Column F** and have now been incorporated into the project.

Column F – Materials Presently Stored

- Enter the value of **materials stored on-site** for which payment is requested.
- This includes:
  - Newly stored materials.
  - Previously stored materials not yet incorporated into the project.
- This column must be **recalculated each pay period**.
- Materials are **only deducted** from this column when they are incorporated into the project and moved to **Column E**.

Columns G, H, and I – Auto-Calculated

- These columns are calculated automatically by the form and do not require manual input.

Change Orders

- Change Orders are listed **separately**.
- The original contract amount is adjusted using the **Change Order Summary table** on page 1.

🖨 Recalculate Column D Button

Use this button when starting a **new pay request** to roll forward completed work:

- It **adds Column E to Column D**, then **resets Column E to zero**.
- Example workflow:
  - **Pay Request #01**: Column D will be all zeros.
  - **Pay Request #02**: Make a copy of Pay Request #01, open the copied form, and click the **Recalculate Column D** button.
  - This will move the previous period's work (Column E) into Column D and reset Column E for new entries.

WORK IN PLACE / STORED MATERIALS

Pay Req #01
Column D amounts all $0

Project Name: Renovate Building
Location: Helena

Contractor: Acme Contractors

AE# 2022-00-00
Date: 06/30/2024
Pay Req #: 01

	A	B	C	D	E	F	G		H	I
					WORK COMPLETED					
+	ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E +	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
-	1	General Conditions	$5,000.00	$0.00	$4,000.00		$4,000.00	80.00%	$1,000.00	$200.00
-	2	Demolition	$1,500.00	$0.00	$1,500.00		$1,500.00	100.00%	$0.00	$75.00
-	3	Abatement	$1,200.00	$0.00	$1,200.00		$1,200.00	100.00%	$0.00	$60.00
-	4	Concrete	$2,000.00	$0.00	$700.00		$700.00	35.00%	$1,300.00	$35.00
-	5	Framing	$15,000.00	$0.00	$2,000.00		$2,000.00	13.33%	$13,000.00	$100.00
-	6	Finish Carpentry	$5,000.00	$0.00	$1,000.00		$1,000.00	20.00%	$4,000.00	$50.00
-	7	Change Order #1	$2,500.00	$0.00			$0.00	00.00%	$2,500.00	$0.00
		TOTALS	$32,200.00	$0.00	$10,400.00		$10,400.00	32.30%	$21,800.00	$520.00

Recalculate Column D

WORK IN PLACE / STORED MATERIALS

Pay Req #02 (and all future pay requests)
After *Recalculate Column D*:
Column E amounts added to Column D.
Column E amounts reset, ready for entry of Work Completed This Period

Project Name: Renovate Building
Location: Helena

Contractor: Acme Contractors

AE# 2022-00-00
Date: 07/31/2024
Pay Req #: 02

	A	B	C	D	E	F	G		H	I
					WORK COMPLETED					
+	ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E +	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
-	1	General Conditions	$5,000.00	$4,000.00			$4,000.00	80.00%	$1,000.00	$200.00
-	2	Demolition	$1,500.00	$1,500.00			$1,500.00	100.00%	$0.00	$75.00
-	3	Abatement	$1,200.00	$1,200.00			$1,200.00	100.00%	$0.00	$60.00
-	4	Concrete	$2,000.00	$700.00			$700.00	35.00%	$1,300.00	$35.00
-	5	Framing	$15,000.00	$2,000.00			$2,000.00	13.33%	$13,000.00	$100.00
-	6	Finish Carpentry	$5,000.00	$1,000.00			$1,000.00	20.00%	$4,000.00	$50.00
-	7	Change Order #1	$2,500.00	$0.00			$0.00	00.00%	$2,500.00	$0.00
		TOTALS	$32,200.00	$10,400.00			$10,400.00	32.30%	$21,800.00	$520.00