

Pay App Pre-Submission Checklist

CONSTRUCTION CONTROL

Run through this checklist before you submit each pay application. It is built for the office admin, bookkeeper, or project manager at a specialty subcontractor who assembles T&M tickets, change-order requests (CORs), and the pay application Schedule of Values (SOV). Each section covers one of the seven exception checks in the Construction Control workbook — done here by hand, one pass before the paperwork leaves your office. Work top to bottom. Check a box only when you have actually verified the item against your tickets, COR log, and pay application — not from memory.

1. Duplicate ticket (EX-01)

- ☐ 1.1 Sort your T&M tickets by ticket number and scan the list for any number that appears twice.
- ☐ 1.2 Compare tickets turned in by different foremen or crews for the same date and same work description entered twice.
- ☐ 1.3 If you find a possible duplicate, confirm against the signed originals before removing anything — keep the signed copy in the packet.

2. Missing fields (EX-02)

- ☐ 2.1 For every ticket, confirm the required fields are filled in: date, ticket number, worker or crew, hours, and a description of the work.
- ☐ 2.2 Confirm every ticket carries the required signature or approval before it goes into the packet.
- ☐ 2.3 Flag any ticket with a blank rate, cost code, or COR reference and get it completed before the pay app is assembled.

3. Unlinked ticket (EX-03)

- ☐ 3.1 Match every T&M ticket to a COR number, or mark it clearly as base-contract work.
- ☐ 3.2 List any ticket with no COR and no contract reference, and resolve it before submission.
- ☐ 3.3 Confirm every ticket you plan to bill as extra work is tied to the COR that covers it.

4. COR without backup (EX-04)

- ☐ 4.1 For each COR, add up the tickets linked to it. The linked total should be more than \$0 — unless the COR is a pure credit or no-cost adjustment, in which case note that in writing on the COR.
- ☐ 4.2 File the supporting tickets behind each COR, in the same order as your COR log.
- ☐ 4.3 Confirm no COR is going out with zero documentation behind it.

5. Pending COR vs ticket mismatch (EX-05)

- ☐ 5.1 For each pending (not yet approved) COR, compare the COR amount to the total of its linked tickets.
- ☐ 5.2 Investigate any difference: a partial ticket, a ticket logged under the wrong COR, or a rate that changed.
- ☐ 5.3 Keep pending CORs listed separately from approved CORs so they are not billed as if they were approved.

6. Approved COR missing from pay app (EX-06)

- ☐ 6.1 Take your approved COR log and check that every approved COR appears on this period's pay application (SOV).
- ☐ 6.2 Confirm the value shown for each approved COR on the pay app matches the approved COR amount.
- ☐ 6.3 If an approved COR was already billed in a prior period, mark it as billed so it is not counted twice.

7. Approved COR vs billed value (EX-07)

- ☐ 7.1 For each approved COR on the pay app, compare the amount billed for that COR (prior periods plus this period) against the approved COR amount.
- ☐ 7.2 Confirm the billed amount for any COR does not exceed its approved amount; hold back and correct any line where it does.
- ☐ 7.3 Recheck any COR whose billed-to-date figure changed since last period against the signed approval.

Limitations

This is a manual pre-submission checklist. It is a worksheet for use alongside your AIA G702/G703 and your own records. It is not a contract review, not legal advice, and not a review of your agreement's notice, waiver, or payment terms. Completing every item does not guarantee that a pay application will be approved or paid, and it does not replace checking the requirements of your contract and your general contractor.

Construction Control — Subcontractor Pay App Bridge automates these seven checks in Excel. \$39 one-time at payhip.com/b/rXZ62. Support: constructioncontrolbilling@gmail.com