

**Appendix 16.1b**  
**Progress Payment Application Review Checklist**

University of Alaska Anchorage

Project Name and Project Number:

Project Manager (PM): Please ensure all items are completed and checked-off below.

**Preliminary Review**

PM	Item No.	Review Description	FM
	1	Appropriate title & address of contracted parties included	
	2	Proper Project Title and application No. included	
	3	Correct payment application time period included	
	4	Appropriate contract date and reference No. used	
	5	Proper authorizing signature of contractor representative present	
	6	Architects certificate obtained	
	7	Application sequence number is correct (obtain prior application for use in the review of current document)	
	8	Change order summary examine (obtain copy of all current month approved change orders)	
	9	Previous months' sum to prior payment application traced	
	10	Contractors' change order log obtained	
	11	Change order summary compared to change order log	
	12	Pending change orders are not included	
	13	Line items, 1-3 and 7, compared to contract or prior payment application	
	14	Line 405 Tc-.0001 Tw(14)-1149.8539.46 etal 0 0 8p89 -1.3067 Tths' s G9na 0 8.88 127.02 347.u correcheet. 539.46 32	

