



The forms and documents listed below are required. Incomplete submittals will be returned.

### MONTHLY OWNER'S REPRESENTATIVE INVOICE

- CAP Form G129 – Owner's Representative (Consultant Invoice).
- Owner's Representative's monthly progress report to be included.

### MONTHLY CONSTRUCTION PROGRESS INVOICE

For Design-Bid-Build and Construction Management Projects:

- CAP Form G702 – Contractor Invoice.
- CAP Form G703 – Contractor Invoice Continuation Sheet.

For Design-Build Projects:

- CAP Form D500-D1 – Design-Builder Invoice and Continuation Sheet.

For all Projects:

When requesting reduction in or partial release of retainage:

- CAP Form G707A – Consent of Surety to Reduction in or Partial Release of Retainage.

When requesting payment for stored materials:

- CAP Form G150 – Offsite Stored Materials Statement.
- Certificate of insurance with State of Oklahoma OMES CAM CAP as beneficiary.
- Company letterhead – itemized listing of materials stored indicating quantities and sizes, if applicable.
- Copies of paid invoices.
- Written guarantee of delivery to job site.
- Written title to all materials covered by payment request.

### CONSTRUCTION CHANGE ORDERS

- CAP Form G701 – Change Order

### CERTIFICATE OF SUBSTANTIAL COMPLETION

Submission by Contractor/Construction Manager/Design-Builder:

- Written Notice of Substantial Completion to Consultant and CAP project manager.
- Punch List of items to be corrected or completed within twenty-one (21) days.

Preparation by Consultant:

- CAP Form G704 – Certificate of Substantial Completion

### FINAL CONSTRUCTION PAYMENT INVOICE

For Design-Bid-Build and Construction Management:

- CAP Form G702 – Contractor Invoice.
- CAP Form G703 – Contractor Invoice Continuation Sheet.

For Design-Build:

- CAP Form DB500-D1 – Design-Builder Invoice and Continuation Sheet.

For all Projects:

- CAP Form G706 – Certificate of Contract Completion.
- CAP Form G707 – Consent of Surety to Final Payment.
- Original or certified copy of power of attorney from surety company.