

CERTIFICATE OF PAYMENT (COP) PROCESS CONSTRUCTION SERVICES

- 1- Contractor brings to designated Job Conference (can be first or second of month) one (1) COP marked "Pencil Copy", which includes:
 - a- PSU COP Standard Cover Sheet.
 - b- Schedule of Values.
 - c- Copy of fully-executed Change Orders if included in payment.
- 2- OPP Representative and Professional review above paperwork.
 - a- **All parties sign "Pencil Copy."**
- 3- Contractor must send the following directly to:

Michele Brown
The Pennsylvania State University
Construction Services
Room 106 Physical Plant Building
University Park, PA 16802

- a- All **original Certified Payrolls and any No-Work reports**, if applicable, covering the time frame of the attached COP;
 - b- One (1) **original COP** from "Pencil Copy" that will include:
 - 1- PSU **COP cover sheet** (Contractor's signature and date of mailing).
 - 2- **Schedule of Values.**
 - 3- **"Pencil Copy"** with original signatures.
 - 4- Certificate of Compliance with the **Steel Products Procurement Act**, with Corporate Seal.
- 4- Upon receipt of COP, Construction Services Office:
 - a- Checks for Certified Payrolls.
 - b- Checks math, and logs in.
 - c- Makes a copy of front sheet only of "Pencil Copy" and attaches to COP copy. Attaches the original front page of Pencil copy to original COP.
 - d- COPs are placed in yellow folder—left side of folder contains backup from "Pencil Copy".
 - e- OPP Representative signs COPs (original and copy) and sends back to the Construction Services Office.
 - f- "Pencil Copy" backup is discarded.