

DRAW # \_\_\_\_\_

SUBCONTRACTOR VOUCHER FORM

FILE # \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_ PAY REQUEST #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBCONTRACT/PURCHASE ORDER NO.: \_\_\_\_\_ COST ACCOUNT CODE: \_\_\_\_\_

1. ORIGINAL SUBCONTRACT/ P.O. SUM	.....\$	_____
2. NET CHANGE BY CHANGE ORDER	.....\$	=====
3. ADJUSTED CONTRACT AMOUNT	.....\$	_____
4. TOTAL COMPLETED & STORED TO DATE	.....\$	_____
5. RETAINAGE @ _____ %	.....\$	=====
6. TOTAL EARNED LESS RETAINAGE	.....\$	_____
7. LESS PREVIOUS DISBURSEMENTS	.....\$	=====
8. CURRENT PAYMENT DUE	.....\$	_____

CHANGE ORDER SUMMARY

No.	Date Approved	Additions	Deductions
TOTALS			
NET CHANGE			

AUTHORIZED FOR PAYMENT BY: \_\_\_\_\_

(Payment will be issued to the above Subcontractor for the amount indicated)

NOTE: REQUEST WILL NOT BE PROCESSED WITHOUT THE FOLLOWING BEING ATTACHED:

- a. LABOR AND MATERIAL RELEASE PROPERLY COMPLETED AND SIGNED
- b. DUPLICATE OF ALL INVOICES SUPPORTING THIS REQUEST.