



## Subcontractor's Requisition

Date: \_\_\_\_\_

Subcontractor	Job Name			
Address	Location			
City, State, Zip	Subcontract ID No. (PO#)			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Phone</td> <td style="width: 50%; border: none;">Fax</td> </tr> </table>	Phone	Fax	Job No.	Invoice No.
Phone	Fax			

**This pay requisition will not be processed without a Subcontract ID number, Job number, and Invoice number**

- |     |   |          |
|-----|---|----------|
| (1) | ORIGINAL CONTRACT SUM   | \$ _____ |
| (2) | TOTAL APPROVED Change Orders (Copies of approved change orders must be attached). | \$ _____ |
| (3) | ADJUSTED CONTRACT SUM TO DATE (Line 1 + 2)  | \$ _____ |
| (4) | TOTAL VALUE OF WORK PERFORMED TO DATE (Schedule of Values must be attached)       | \$ _____ |
| (5) | RETAINAGE 10% of Total Value of Worked Performed to Date                          | \$ _____ |
| (6) | TOTAL COMPLETED TO DATE less 10% retainage  | \$ _____ |
| (7) | LESS PREVIOUS PAYMENTS  | \$ _____ |
| (8) | CURRENT PAYMENT DUE   | \$ _____ |

**FOR KENDALE DESIGN / BUILD, LLC USE ONLY – DO NOT WRITE IN THIS SPACE**

JOB# \_\_\_\_\_ APPROVED BY \_\_\_\_\_ GROSS AMT. \_\_\_\_\_ POSTED \_\_\_\_\_