

COMPLETING FORM 101 – PERIODIC ESTIMATE FOR PARTIAL PAYMENT



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 University Facilities Management
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**FORM
101**

Blue fields = fillable fields
 White fields = calculated fields

PERIODIC ESTIMATE FOR PARTIAL PAYMENT

Project Name:	<input style="background-color: #e6f2ff;" type="text"/>	Contractor:	<input style="background-color: #e6f2ff;" type="text"/>	PPA/SC#	<input style="background-color: #e6f2ff;" type="text"/>
Location:	<input style="background-color: #e6f2ff;" type="text"/>	Address:	<input style="background-color: #e6f2ff;" type="text"/>	Date:	<input style="background-color: #e6f2ff;" type="text"/>
		email:	<input style="background-color: #e6f2ff;" type="text"/>	Pay Est. #:	<input style="background-color: #e6f2ff;" type="text"/>
		Phone:	<input style="background-color: #e6f2ff;" type="text"/>	Period From:	<input style="background-color: #e6f2ff;" type="text"/>
				To:	<input style="background-color: #e6f2ff;" type="text"/>

RETAINAGE ADJUSTMENT	
1. Total Retainage to Date:	\$0.00
2. Less Securities Deposited or Retainage Paid Out:	<input style="background-color: #e6f2ff;" type="text"/>
3. Retainage Withheld (1-2)	\$0.00

CONTRACT AMOUNT STATUS	
1. Original Contract Amount	<input style="background-color: #e6f2ff;" type="text"/>
2. Net +/- by Change Order	<input style="background-color: #e6f2ff;" type="text"/>
3. Contract Amount to Date	<input style="background-color: #e6f2ff;" type="text"/>

CHANGE ORDER SUMMARY			
No.	Date Approved	Additions	Deductions
TOTALS:			
NET TOTAL:			

CONTRACT STATUS	
1. Work in Place (from next page)	<input style="background-color: #e6f2ff;" type="text"/>
2. Total Work & Stored Material	<input style="background-color: #e6f2ff;" type="text"/>
3. Retainage Withheld	\$0.00
4. Total Earned Less Retainage	\$0.00
5. Less Previous Payments	<input style="background-color: #e6f2ff;" type="text"/>
6. Amount Due This Payment	\$0.00
7. Less 1% State Contractor's Tax	\$0.00
8. Payment Due Contractor	\$0.00

Additions & Deductions are entered as positive numbers.

If there are more than 5 change orders, combine previous change orders on the first line. Number them 1-5 on the first line and combine all amounts.

I hereby certify that this submitted request for payment is correct, true and just in all respects and that payment or credit has not previously been received. I further warrant and certify by submission of this request that all previous work for which payment has been received is free and clear of all liens, disputes, claims, security interests, encumbrances, or causes of action of any type or kind in favor of the contractor, subcontractors, material suppliers, or other persons or entities and do hereby release the Owner from such.

Submitted By:	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	Date:	<input style="background-color: #e6f2ff;" type="text"/>
	Name	Signature		
Reviewed By:	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	Date:	<input style="background-color: #e6f2ff;" type="text"/>
	Architect	Signature		
Approved By:	<input style="background-color: #e6f2ff;" type="text"/>	<input style="background-color: #e6f2ff;" type="text"/>	Date:	<input style="background-color: #e6f2ff;" type="text"/>
		Signature		

Electronic Signatures: A digital signature will need to be configured the first time you attempt to digitally sign the document. Once you digitally sign the documents, Acrobat will require you to save the file. This will lock your signature. More information on creating a digital signature in Acrobat can be found here: [Create a self-signed digital ID](#)

WORK IN PLACE / STORED MATERIALS

Project: _____ Location: _____ AE# _____
 Contractor: _____ Date: _____
 Pay Est. #: _____

Click the + or - signs to add or remove lines as needed.

A		B	C	D		E	F	G		H	I
				WORK COMPLETED							
+	ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE	
-											\$0.00
-											\$0.00
-											\$0.00
-											\$0.00
-											\$0.00
-											\$0.00
-											\$0.00
-											\$0.00
		TOTALS									\$0.00

Columns A, B and C

These columns should be completed by identifying the various portions of the Project and their scheduled values consistent with the schedule of values submitted to the Architect at the commencement of the Project or as subsequently adjusted. The breakdown may be by sections of the Work or by Subcontractors and should remain consistent throughout the Project. Initially, Column C total should equal the original Contract Sum. The total of column C may be adjusted by Change Orders during the Project.

Column D

Enter in this column the amount of completed Work covered by the previous application (columns D & E from the previous application). Values from column F (Materials Presently Stored) from the previous application should not be entered in this column.

Column E

Enter here the value of Work completed at the time of this application, including the value of materials incorporated in the project that were listed on the previous application under Materials Presently Stored (column F).

Column F

Enter here the value of Materials Presently Stored for which payment is sought. The total of the column must be recalculated at the end of each pay period. This value covers both materials newly stored for which payment is sought and materials previously stored which are not yet incorporated into the Project. Mere payment by the Owner for stored materials does not result in a deduction from this column. Only as materials are incorporated into the Project is their value deducted from this column and incorporated into column E (Work Completed—This Period.)

Column G, H and I

These columns calculate automatically

Change Orders

Change Orders are listed separately. The amount of the original contract adjusted by the Change Order Summary table on page 1.

The following is an example of a Continuation Sheet for work in progress.

WORK IN PLACE / STORED MATERIALS

Project: Renovate Building Location: Helena AE# 2020-00-00
 Contractor: ACME Contractors Date: 02/04/2020
 Pay Est. #: 3

A	B	C	D	E	F	G	H	I		
+	ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
-	1	GENERAL CONDITIONS	\$5,000.00	\$5,000.00			\$5,000.00	100.00%	\$0.00	\$250.00
-	2	DEMOLITION	\$1,500.00	\$1,500.00			\$1,500.00	100.00%	\$0.00	\$75.00
-	3	ABATEMENT	\$1,200.00	\$1,200.00			\$1,200.00	100.00%	\$0.00	\$60.00
-	4	CONCRETE	\$2,000.00	\$200.00	\$700.00		\$900.00	45.00%	\$1,100.00	\$45.00
-	5	FRAMING	\$15,000.00	\$10,000.00	\$2,000.00	\$750.00	\$12,750.00	85.00%	\$2,250.00	\$637.50
-	6	FINISH CARPENTRY	\$5,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	20.00%	\$4,000.00	\$50.00
-	7	CHANGE ORDER #1	\$2,500.00	\$2,500.00			\$2,500.00	100.00%	\$0.00	\$125.00
		TOTALS	\$32,200.00	\$20,400.00	\$2,700.00	\$1,750.00	\$24,850.00	77.17%	\$7,350.00	\$1,242.50

Retainage – The Final Pay Request

To receive the retainage withheld, line 1 and line 2 must match in the Retainage Adjustment Section on page 1

RETAINAGE ADJUSTMENT	
1. Total Retainage to Date:	\$0.00
2. Less Securities Deposited or Retainage Paid Out:	
3. Retainage Withheld (1-2)	\$0.00

NOTE: Adobe Dynamic PDF Forms must be opened in Acrobat Reader or Acrobat Pro. These forms allow additional lines to be added dynamically. By default, Windows opens PDFs in a browser window but this type of PDF cannot be opened in a browser and you will get a "Please Wait" message. In Edge, Click the Disk icon (Save). In Chrome, Click the Down Arrow icon (Download PDF). Open the downloaded file in Acrobat.