



Pay Estimate Checklist

(Complete and attach with each Pay Estimate)

Contract No.			
Prime Contractor			
Construction Manager			
Tollway Project Manager			
Pay Estimate No.			
Period		Through	

Pay Estimate

- ☐ Hard Copy Printout of Pay Estimate *(Submit to Document Control Manager)*
☐ Pay Estimate in FieldSys Uploaded to Tollway Contract Services
☐ Request for Final Acceptance Letter* ** To be submitted with Final Pay Estimate Only*

Summary of Material in Storage (A-31)

☐ Included* ☐ Not Included

* Include Material in Storage Sheet Printed from Fieldsys

DBE/EEO Forms

Pay Estimates submitted without the necessary DBE/EEO forms submitted/entered in Capture as applicable will be returned as incomplete.

	DBE 2115	DBE 2114	EEO 0003	Supplement to EEO 0003	Period Covered
1 st and 2 nd Partial Pay Estimate					
Odd Partial Pay Estimates (3 rd +)		<input type="checkbox"/> Filed in Capture. Attach hard copy to pay estimate	<input type="checkbox"/> Filed in Capture. No hard copy		From previous Odd Pay Est. thru current Odd Pay Est.
Must be submitted no later than the 15 th of the month after the end of the quarter				<input type="checkbox"/> Filed in Capture. No hard copy	Quarter ending 3/31, 6/30, 9/30, 12/31
Final Pay Estimate	<input type="checkbox"/> Required unless previously submitted		<input type="checkbox"/> Filed in Capture. No hard copy		Final Pay Estimate

CM Review Affidavit (unsigned forms will not be accepted)

By signing below, I certify:

- The DBE 2114 report for the previous Pay Estimate period, generated from Capture, is included with this pay estimate.
- The information as presented in the attached DBE 2114 represents the information as shown in the Capture program.
- The EEO 0003 reports for the previous Pay Estimate period, and that the supplement to EEO 0003 quarterly report for the most recently passed three month period has been completed by the Contractor in Capture.

Signature: _____ Date: _____
 (Signature of Authorized Construction Manager Representative)

Name: _____ Title: _____
 (Full Name of Person Signing Checklist Above) (Title of Person Signing Checklist)

Email Address: _____ Telephone: _____
 (Email Address of Person Signing Checklist Above) (Telephone # of Person Signing Checklist)