



## Contract Payment Form

(For Contracts Over \$5,000 - Single or Multiple Payments)

To be submitted with an invoice and a PO Number or a Remittance Voucher when making payments related to a contract. If the payment has been approved for procurement card payment, the transaction must comply with current card policies, and this form must be completed and uploaded with the card transaction in SOARFIN. If you use this form for multiple payments, you should identify the individual payments in the appropriate spaces below.

Contract Reference: \_\_\_\_\_

The Contract Reference should identify the contract, e.g., Contract number, "Services agreement effective xx/xx/xxxx," etc.

Contractor Name: \_\_\_\_\_

Contract Owner (e.g., PI/Budget Authority): \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Total Contract Amount: \_\_\_\_\_

Total Previous Payments: \_\_\_\_\_

Total This Invoice: \_\_\_\_\_

Total of All payments: \_\_\_\_\_

Total Amount Remaining: \_\_\_\_\_

I attest that all items/services related to this invoice have been received and that all terms and conditions related to this invoice have been met. In addition, payment of this invoice will not cause the total amount expended under this contract to exceed the contract amount. This invoice should be paid.

\_\_\_\_\_ Yes \_\_\_\_\_ No

I attest that all items/services related to this contract have been received and that all terms and conditions related to this contract have been met. This will complete the contract and it should be closed out.

\_\_\_\_\_ Yes \_\_\_\_\_ No

The Contract Owner should be the person overseeing (administering) the contract and is responsible for personally confirming receipt of the products and/or services, as well as ensuring compliance with all terms and conditions of the contract. If the Contract Owner is not personally knowledgeable about these conditions, it is their responsibility to verify contract compliance with the appropriate individuals within the unit prior to submitting this form.

Attested to and approved by Contract Owner:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date