

**Harvard University  
Office of the Controller  
Payment Approval Form – Construction**

To:  
From:  
Date:

In accordance with the Procurement and Disbursement procedures of the Office of the Controller, the attached web voucher (and related Contractor's Application for Payment) is forwarded to you for approval. You must now complete both the Contractor's Application for Payment Review Checklist (showing the basis for your approval) and sign the Approval below. Approval provides the Office of the Controller with written evidence that the requested payment conforms to the requirements of the agreement between the Contractor and Harvard University.

Any questions regarding this approval may be directed to the Office of the Controller (5-4532).

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**Contractor's Application for  
Payment – Review Checklist  
(initial each item):**

\_\_\_ Line 3, Contract Sum to Date, represents the negotiated amount of the contract.

\_\_\_ Lines 4 to 6 are mathematically accurate, and the retainage has been calculated correctly and is in agreement with the applicable contract provisions.

\_\_\_ Line 7, Previous Certificates for Payment, have been substantiated.

\_\_\_ Line 8, Current Payment Due, is correct.

\_\_\_ The Architect's Certificate for Payment section has been completed.

**Approval:**

I have reviewed the attached web voucher and the related Contractor's Application for Payment. Based on this documentation and my personal knowledge of the related activity, I approve the web voucher for payment subject to any required review and approval by the Office of the Controller.

Amount approved for payment:

\$ \_\_\_\_\_

Approved:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date