1. **GENERAL**
	1. **Contractor Payments**
		* + 1. Payment shall be in accordance with the Contract.
	2. **Schedule of Values**
		1. Where multiple progress draws are anticipated, the Contractor shall submit a Schedule of Values to the Consultant (unless otherwise instructed) for approval before the submission of the first progress draw.
		2. The format and schedule of values requires the review and acceptance by the BCIT Project Manager prior to submittal of the first progress claim.
		3. If directed by the Project Manager, the Contractor shall supply a construction cash flow for the Owner’s review. The cash flow shall reflect the items listed in the Schedule of Values. The time durations for the cash flow shall be monthly. The Contractor shall modify the cash flow to include approved Change Orders.
		4. Schedule of Values and cash flow calculations are to be double checked by the Contractor prior to submission.
		5. A payment certifier, typically the Prime Consultant, is required for coordination of all disciplines within the contract, unless specified otherwise by the Project Manager.
	3. **Progress Draws**
		1. The Contractor shall review the proposed draw with the Consultant (unless otherwise instructed), prior to formally submitting the claim. Claims shall be dated and submitted for review as of the last working day of the month.
		2. Coordinate the format of the Progress Claim with the Consultant. Each change order shall be listed separately on the Progress Claim.
		3. WorkSafeBC Clearance is required with all progress claims.
		4. Statutory Declarations are required with all progress claims except first claim.
		5. All invoices are to be addressed to BC Institute of Technology (BCIT) c/o Consultant, and shall be in the same amount as the amount certified by the Consultant.
		6. Invoices must show the BCIT project number and name, the Contractors Purchase Order number, and the GST registration number of the firm submitting the invoice.
		7. Once approved by the BCIT Project Manager, BCIT’s Accounts Payable department will pay by Electronic Funds Transfer (EFT).
		8. Updated project schedule in electronic form, is required with all progress claims.
		9. The Owner reserves the right to withhold payment if liens are filed or registered when payment is otherwise due.
		10. Title to all Materials delivered to the Site for which credit for work performed is claimed in any application for payment shall, on the making of such payment, vest in the Owner.
		11. No payment by the Owner under the Contract nor partial or entire use or occupancy of the Work by the Owner shall constitute an acceptance of any portion of the Work or Materials which are not in accordance with the requirements of the Contract Documents.
	4. **Builder’s Lien Holdback**
		1. All payments must conform to the current adopted BC Builders Lien Act.
		2. The Contractor is to invoice for the builder's lien holdback separately when it comes due. The invoice shall be submitted to the Consultant (unless otherwise instructed) with Statutory Declaration and a WorkSafe BC Clearance Letter.
		3. When applying for release of Holdback, the Contractor shall submit a Statutory Declaration Form 1 and a Statutory Declaration Form 3 from each of the Subcontractors plus Statutory Declaration Statement of Claims Form 4 and Workers’ Compensation Board Letter of Good Standing, and certificates of the Contractor addressed to the Owner and the Consultant in form and covering subject matter reasonably prescribed by the Owner.

\*\*\* END OF **PAYMENT PROCEDURES** SECTION \*\*\*