

REQUEST FOR PAYMENT FOR MATERIALS ON HAND

CEM-5101 (REV 04/2018)

PROJECT INFORMATION/NAME	CONTRACT NUMBER/CO/RTE/PM	
	PROJECT IDENTIFICATION NUMBER	
	CONTRACTOR NAME	
TO: RESIDENT ENGINEER (Name)	FROM: CONTRACTOR'S REPRESENTATIVE (Name)	DATE:

In accordance with the provisions of Section 9-1.16C of the *Standard Specifications*, request is made for payment as "Materials on Hand" for the following materials:

CONTRACTOR OR SUBCONTRACTOR (Name of Requestor)	DVBE, DBE, SB, OR NA (see Note 1)	ITEM NO	QUANTITY	MATERIAL DESCRIPTION	VALUE	TYPE OF SUBSTANTIATING EVIDENCE OF PURCHASE ATTACHED	WHERE STORED (see Note 2)
Example: I.M. Subcontractor, Inc.	DVBE	48	1,500 CY	Class 2 AB	\$27,500	Material cost invoice and trucking cost invoice with load tickets	Fenced McGregor Property adjacent to A-line Sta. 244+50 LT

AFFIDAVIT:

The materials listed above have been purchased exclusively for use on the above-referenced project. The material is separated from other like materials and is physically identified as our property for use on Contract _____ California Department of Transportation (Caltrans) may enter upon the premises for the purposes set forth in Section 6 of the *Standard Specifications* for inspection, checking or auditing, or for any other purpose it considers necessary. It is expressly understood and agreed that this information and affidavit are furnished to Caltrans for the purpose of obtaining payment for the above materials before they are delivered to, or incorporated into, the project described above, and that the storage thereof at the location shown is subject to, and under the control of, Caltrans. A revised form showing the current status of the value of materials for which payment is being requested will be submitted each estimate period.

SIGNATURE OF CONTRACTOR:	DATE:
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- Notes:**
- 1) Disabled Veteran Business Enterprise, Disadvantaged Business Enterprise, Small Business, or Not Applicable.
 - 2) When stored at a location other than on the jobsite or at a fabricator's yard, a warehouse receipt for the materials issued in the name of the state shall accompany the request for payment. In case the storage location (other than the jobsite or fabricator's yard) is the contractor's property, the area containing the material to be paid for shall be fenced and posted to indicate that the material within the fenced area is under the control of Caltrans.

INSTRUCTIONS TO CONTRACTOR:

Submit original and one copy to resident engineer not later than one week prior to the end of the estimate period. Attach evidence of purchase (and warehouse receipt when required) to original.