

## OSPI School Construction Assistance Program Construction Contract Payment Schedule

**School District:** \_\_\_\_\_

**Last Revision Date:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

The purpose of this form is to report your District's anticipated payments to your Construction Contractor as you progress through the D-Form process. An updated version of this form should be submitted at each D-Form submittal to OSPI. Each submittal should include the previous calculations. No change order amounts should be included. A copy of this form should also be provided to the district official responsible for requesting reimbursement payments from OSPI.

Follow the three steps listed below. This worksheet contains formulas. Please input your data in the cells shaded light blue. The form will do the rest for you.

If you need assistance with this form please contact Randy Newman at randy.newman@k12.wa.us.

**Step 1:** Enter Construction Contract Start Date (MM/DD/YYYY)\*

May-11

(If the start date has changed since your last submittal of this form, see the instructions below.)

**Step 2:** Enter Sales Tax Rate for the Project

8.50%

**Step 3:** Enter the Estimated Construction Contract Payments below in the corresponding columns

Date	D-3	D-5
1st Qtr 2011		
2nd Qtr 2011		
3rd Qtr 2011		
4th Qtr 2011		
1st Qtr 2012		
2nd Qtr 2012		
3rd Qtr 2012		
4th Qtr 2012		
1st Qtr 2013		
2nd Qtr 2013		
3rd Qtr 2013		
4th Qtr 2013		
1st Qtr 2014		
2nd Qtr 2014		
3rd Qtr 2014		
4th Qtr 2014		
1st Qtr 2015		
2nd Qtr 2015		
3rd Qtr 2015		
4th Qtr 2015		
Total Const. Contract Amt	\$ -	\$ -
Sales Tax	\$ -	\$ -
Total Const. Contract w/tax	\$ -	\$ -

A breakdown of the months that comprise a quarter are listed below.

Date	D-7	D-9
May-11		
Jun-11		
Jul-11		
Aug-11		
Sep-11		
Oct-11		
Nov-11		
Dec-11		
Jan-12		
Feb-12		
Mar-12		
Apr-12		
May-12		
Jun-12		
Jul-12		
Aug-12		
Sep-12		
Oct-12		
Nov-12		
Dec-12		
Jan-13		
Feb-13		
Mar-13		
Apr-13		
May-13		
Jun-13		
Jul-13		
Aug-13		
Sep-13		
Oct-13		
Nov-13		
Dec-13		
Jan-14		
Feb-14		
Mar-14		
Apr-14		
Total Const. Contract Amt	\$ -	\$ -
Sales Tax	\$ -	\$ -
Total Const. Contract w/tax	\$ -	\$ -

### Months that comprise each quarter:

1st Qtr: Jan/Feb/Mar      2nd Qtr: Apr/May/Jun  
3rd Qtr: Jul/Aug/Sep      4th Qtr: Oct/Nov/Dec

\* Note: If the construction contract start date is different than what has been previously submitted in an earlier version of this form, you will need to override the formulas in the 2 date columns within this worksheet. The easiest way to do this is to highlight the date column, copy the information to the clipboard, then right click on the cells and select paste special. When the dialog box appears, select the values check box. Do this operation for both date columns. After you have overridden the formulas in the date column, change the "Construction Contract Start Date" field to the new start date.