



Bond Contractor Billing Process

- Schedule of Values (SOV) must be approved by Construction Manager (CM) or Project Manager (PM), in addition to the AOR prior to billing being submitted. If SOV is required for the project, confirm with CM/PM before billing.
- Draft Payment Application should be submitted to the CM or PM by the 25th of each month for review and approval. Once approved, payment application should be submitted by the 5th of the following month.
- Monthly Payment Applications must include the following:
 - Dated through end of month
 - Addressed to Oceanside Unified School District – Attn: Bonds
 - OUSD Project Name, OUSD Project Number & PO Number, and DSA Number if applicable
 - If more than one project site is on the same contract, please include each project site under one payment application
 - Updated Schedule of Values
 - Change Orders or AUR's are not to be included in the Pay App unless approved by the Board: Verify with CM/PM
 - Payment releases:
 - Forms can be found here: [Conditional and Unconditional Waiver and Release Forms \(ca.gov\)](#)
 - Conditional Release for current billing
 - Unconditional Release from previous month payment
 - Unconditional Release(s) from Subcontractor(s) and/or Vendor(s) previous month payment received
- Certified Payroll must be uploaded and submitted weekly for Contractor(s)/Subcontractor(s) onsite to the DIR website <https://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>
 - Hard copies of Certified Payroll can be requested at anytime.

Email Pay Applications & Supporting Documentation to Construction Manager (CM) or Project Manager (PM). Questions regarding payment should be directed to the CM or PM.

**If there is an error in the payment application or schedule of values math, the invoice will be rejected.*

Please visit www.oceansideusbond.maasco.com/vendorinfo for more information.