



**VENDOR  
ACADEMY**

# City of Austin Contractor Payments

Joann Nunez | Accounts Payable Supervisor

# Agenda



- Objective
- Prompt Payment Program Overview
- 2024 Prompt Payment Schedule
- Payment Timetable
- Project Manager's Review of Payment Application
- Payment Application Example
- How to Check Payment Status
- Summary
- Questions

# Objective

The objective of this session is to provide an overview of the City of Austin's Prompt Payment Program to prepare Contractors for submitting Payment Applications to get paid in a timely manner.

# Prompt Payment Program Overview

- Contractors must submit to the Owner's Representative a complete, correct, and approved application for payment with all supporting documentation.
- Prompt Payment process takes approximately 10-15 business days.
- Project Manager's due dates are typically the 1st & 3rd Monday of the month.
- Payment options include:
  - Automated Clearing House (ACH) process is a 4-day turnaround and requires the vendor to register their banking information.
  - Checks are mailed to the remit address.

# 2024 Prompt Payment Schedule



Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates	Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates
12/22/2023 Fri	<b>01/02/2024* Tue</b>	06/21/2024 Fri	07/01/2024 Mon
01/05/2024 Fri	<b>01/16/2024* Tue</b>	07/05/2024 Fri	07/15/2024 Mon
01/26/2024 Fri	02/05/2024 Mon	07/26/2024 Fri	08/05/2024 Mon
02/09/2024 Fri	<b>02/20/2024* Tue</b>	08/09/2024 Fri	08/19/2024 Mon
02/23/2024 Fri	03/04/2024 Mon	08/23/2024 Fri	<b>09/03/2024* Tue</b>
03/08/2024 Fri	03/18/2024 Mon	09/06/2024 Fri	09/16/2024 Mon
03/22/2024 Fri	04/01/2024 Mon	09/27/2024 Fri	10/07/2024 Mon
04/05/2024 Fri	04/15/2024 Mon	10/11/2024 Fri	10/21/2024 Mon
04/26/2024 Fri	05/06/2024 Mon	10/25/2024 Fri	11/04/2024 Mon
05/10/2024 Fri	05/20/2024 Mon	11/08/2024 Fri	11/18/2024 Mon
05/24/2024 Fri	06/03/2024 Mon	11/22/2024 Fri	12/02/2024 Mon
06/07/2024 Fri	06/17/2024 Mon	12/06/2024 Fri	12/16/2024 Mon

**\* These days have been changed to accommodate early deadlines from the Controller's Office.**

# 2024 Prompt Payment Schedule

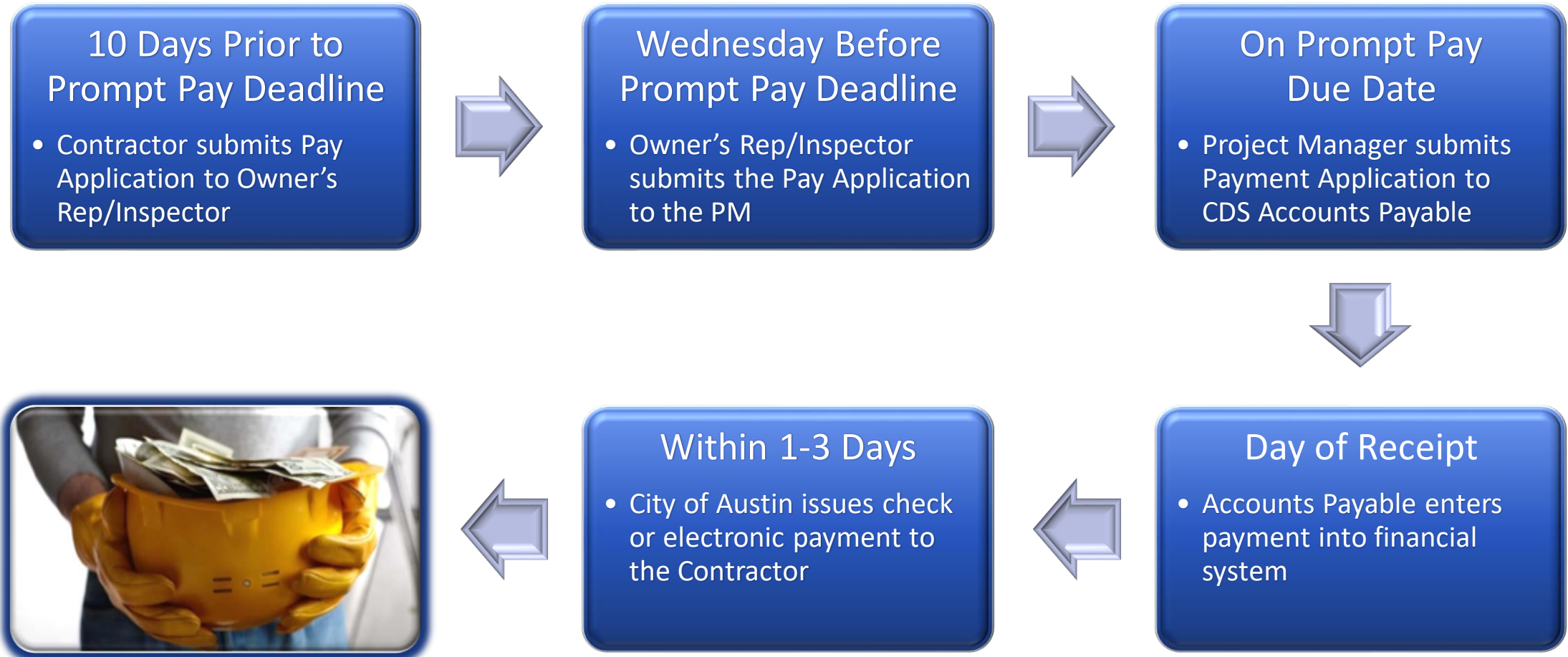


Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates	Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates
12/22/2023 Fri	<b>01/02/2024* Tue</b>	06/21/2024 Fri	07/01/2024 Mon
01/05/2024 Fri	<b>01/16/2024* Tue</b>	07/05/2024 Fri	07/15/2024 Mon
01/26/2024 Fri	02/05/2024 Mon	07/26/2024 Fri	08/05/2024 Mon
02/09/2024 Fri	<b>02/20/2024* Tue</b>	08/09/2024 Fri	08/19/2024 Mon
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05/24/2024 Fri	06/03/2024 Mon	11/22/2024 Fri	12/02/2024 Mon
06/07/2024 Fri	06/17/2024 Mon	12/06/2024 Fri	12/16/2024 Mon

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# Payment Timetable



# PM's Review of Payment Application

- Verify the cover sheet includes the accurate contract (CT) number, vendor name, vendor code, and remit address.
- The contract number on the cover sheet must match the recap sheet.
- The Payment Application cover sheet cannot be revised with markups, written notations, or white-out.
- Invoice date must be within 3-5 days of submission date, or it will be returned for correction and new signatures.
- The estimated period date range must be sequential days and have the correct year.



# PM's Review of Payment Application (Cont.)

- Verify funding sources are accurate and coincide with the City of Austin's project management system.
  - Ensure any Change Order funding is encumbered before it is included in the Payment Application.
- Ensure monthly Sub-K report is included with the Payment Application.
  - All subcontractors must be in the compliance plan and if not, a Request for Change (RFC) form must be submitted before the payment can be processed.
- Errors will cause payment delays and may require resubmission of the Payment Application.

# Payment Application Cover Sheet Example



**PROJECT NAME:** \_\_\_\_\_

**SPONSOR DEPT :** \_\_\_\_\_

**FDU(s):** \_\_\_\_\_

**CONTRACTOR ADDRESS:** \_\_\_\_\_

**VENDOR CODE:** \_\_\_\_\_ **CIP ID No.:** \_\_\_\_\_ **CT No.:** \_\_\_\_\_

**ORIGINAL CONTRACT PRICE:** \$0.00 **Estimate No.:** \_\_\_\_\_

**CHANGE ORDER TOTAL:** \$0.00 **Page:** \_\_\_\_\_

**ADJUSTED CONTRACT PRICE:** \$0.00

**ESTIMATE PERIOD FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

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TOTAL DUE FOR WORK DONE	\$0.00
ALLOWED FOR MATERIALS ON HAND	\$0.00
SUB-TOTAL	\$0.00
LESS 5% RETAINED	\$0.00
SUB-TOTAL	\$0.00
LESS CUMULATIVE DEDUCTIONS	\$0.00
AMOUNT DUE TO DATE	\$0.00
LESS PREVIOUS PAYMENTS	\$0.00
<b>AMOUNT DUE THIS ESTIMATE</b>	<b>\$0.00</b>

# Payment Application Cover Sheet Example (Cont.)



<b>PREPARED BY:</b> _____	<b>DATE:</b> _____
<b>CERTIFICATION:</b> By signing this form in the space provided below, the Contractor certifies that all information is true and correct. The Contractor further certifies that if the City has paid the Contractor for subcontractors/suppliers expenses, the Contractor has paid those subcontractors/suppliers the full amounts owed.	
<b>CONTRACTOR:</b> _____	<b>DATE:</b> _____
<b>CONSULTANT:</b> _____	<b>DATE:</b> _____
<b>CONST. INSPECTOR:</b> _____	<b>DATE:</b> _____
<b>INSP. SUPERVISOR:</b> _____	<b>DATE:</b> _____
<b>PROJECT MANAGER:</b> _____	<b>DATE:</b> _____
<b>DIRECTOR - SPONSOR DEPT:</b> _____	<b>DATE:</b> _____
(Final Payment Only)	

# Payment Application Recap Sheet Example



PROJECT NAME: \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

FDU(s): \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

Estimate No.: \_\_\_\_\_

CIP ID No.: \_\_\_\_\_

CT No.: \_\_\_\_\_

NOTE: AMOUNT FOR WORK DONE PLUS MATERIALS ON HAND CANNOT EXCEED TOTAL ENCUMBRANCES AVAILABLE

	FDU #01	FDU #02	FDU #03	FDU #04	FDU #05	FDU #06	GRAND TOTAL
	0	0	0	0	0	0	
TOTAL ENCUMBRANCES AVAILABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DUE FOR WORK DONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALLOWED FOR MATERIALS ON HAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(LESS 5% RETAINED)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(LESS CUMULATIVE DEDUCTIONS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMOUNT DUE TO DATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(LESS PREVIOUS PAYMENTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMOUNT DUE THIS ESTIMATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Payment Application Recap Sheet Example



**PROJECT NAME:** \_\_\_\_\_  
**DEPARTMENT :** \_\_\_\_\_  
**FDU(s):** \_\_\_\_\_  
**CONTRACTOR:** \_\_\_\_\_  
**INSPECTOR:** \_\_\_\_\_

**Estimate No.:** \_\_\_\_\_ **CIP ID No.:** \_\_\_\_\_ **CT No.:** \_\_\_\_\_

NOTE: AMOUNT FOR WORK DONE PLUS MATERIALS ON HAND CANNOT EXCEED TOTAL ENCUMBRANCES AVAILABLE

	FDU #01	FDU #02	FDU #03	FDU #04	FDU #05	FDU #06	GRAND TOTAL
	0	0	0	0	0	0	
TOTAL ENCUMBRANCES AVAILABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DUE FOR WORK DONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALLOWED FOR MATERIALS ON HAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(LESS 5% RETAINED)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(LESS CUMULATIVE DEDUCTIONS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMOUNT DUE TO DATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(LESS PREVIOUS PAYMENTS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMOUNT DUE THIS ESTIMATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# How to Check Payment Status



Sign In

Create Account

FINANCIAL DOCUMENTS

STRATEGIC PLAN

CHECKBOOK

UNCLAIMED PROPERTY

PROCUREMENT

HOTEL/STR

Rectangular Snip



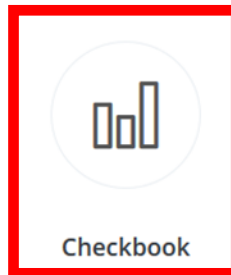
## Financial Documents

Find all financial documents, reports, and additional information that Financial Services provides.



## Strategic Plan

Browse our six priority Outcomes in Austin Strategic Direction 2023.



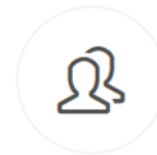
## Checkbook

The data in the Checkbook represents purchases of goods and services made by City departments from third parties. Checkbook does include ACH, wire, and check activity. Checkbook does not include employee payroll data.



## Procurement

View detailed information about current business opportunities with the City of Austin. Subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.



## Hotels & Short Term Rentals

Create an account to file / pay Hotel Occupancy Taxes and request / renew an Operating License for a Hotel / Short Term Rental property.

<https://financeonline.austintexas.gov/afo/finance/>





# How to Check Payment Status (Cont.)



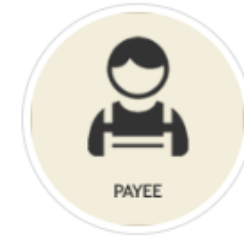
DEPARTMENT

Department



CATEGORY

Category



PAYEE

Payee



EXPENSE CATEGORY

Expense Category



PAYMENT REGISTER

Payment Register



CHECKBOOK DATA

Checkbook Data

# Summary



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- 2024 Prompt Payment Schedule
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# Questions

## City of Austin Contractor Payments

For more information contact:

Joann Nunez | Accounts Payable Supervisor

[Joann.Nunez@austintexas.gov](mailto:Joann.Nunez@austintexas.gov)

March 27, 2024



**VENDOR  
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**We Want to Hear from You!**

Getting Paid Under Construction  
Contracts





## VENDOR ACADEMY

Register for upcoming classes!

[austintexas.gov/departments/city-austin-vendor-academy](https://austintexas.gov/departments/city-austin-vendor-academy)

