ARCHITECTURE & ENGINEERING DIVISION

Invoice & Pay Request Preparation & Submission Guide

Instructions for Completing and Submitting Forms 101 and 108

January 2026

Contents

Chapter 1 — QuickStart: Submitting an Invoice or Pay Request

Purpose of This Chapter

This QuickStart guide is intended to help Consultants and Contractors successfully submit an invoice or Pay Request with minimal reading. If you are already familiar with the forms and submission process, this chapter may be all you need.

This guide applies to all Consultants and Contractors submitting invoices or Pay Requests to the A&E Division through the **Payment Center**.

For detailed explanations, screenshots, and form-specific instructions, refer to later chapters in this guide.

Step 1 — Use the Correct Form

Consultants: **Form 108 — Consultant Request for Payment**

Contractors: **Form 101 — Contractor Request for Payment**

Only the most current versions of these forms should be used.

Step 2 — Use Approved Software

Complete Forms 101 and 108 using Adobe Acrobat Reader or Adobe Acrobat Pro.

Do not use:

- Web browsers
- Bluebeam
- Other PDF editors that do not fully support required form functionality

Using unsupported software can result in calculation errors and missing data.

Step 3 — Complete the Form

Enter all required project, firm, and billing information.

Review the form carefully and resolve any highlighted fields or warning messages before proceeding.

Step 4 — Save a MASTER Copy

Before preparing your submission:

- Save one MASTER Copy of the completed form for your project records
- The MASTER Copy should remain editable and serve as the baseline file for future Pay Requests

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Step 5 — Create a Submission Copy and Name the File

Create a copy of the MASTER file for submission and rename it using the recommended naming convention:

AE# Firm Name PR# XX

Examples:

- `2023-10-02 AAA Architects PR# 01.pdf`
- `2023-10-02 AAA Builders PR# 02.pdf`

Step 6 — Flatten the Form and Verify Page Orientation

Before uploading, the **Submission Copy** must be flattened so that all form fields are no longer editable.

Flattening:

- Locks calculations
- Preserves reviewed content
- Prevents post-submission changes

Flatten by printing to PDF using:

- Microsoft Print to PDF, or
- Adobe PDF printer

Forms 101 and 108 are designed for landscape orientation. Supporting documents may be landscape or portrait.

Step 7 — Combine Supporting Documents (If Required)

If supporting documentation is required:

- Combine the flattened form and all supporting documents into one single PDF
- Ensure the Pay Request form appears first

Step 8 — Submit Through the Payment Center

Submit via the appropriate portal:

- Consultants: **Consultant Payment Portal**
- Contractors: **Contractor Payment Portal**

After submission, you will receive:

- A confirmation email
- A payment notification email when processing is complete

Chapter 2 — Payment Center Overview & System Rules

Purpose of This Chapter

This chapter explains how the **Payment Center** works and defines system-wide rules that apply to all submissions.

2.1 Overview of the Payment Center

The A&E Division uses a centralized, automated workflow system for invoice and Pay Request processing, referred to as the **Payment Center**.

The system:

- Replaces email submissions
- Automates routing and approvals
- Provides submission tracking
- Creates an auditable record

2.2 Email Submissions Are No Longer Accepted

Invoices and Pay Requests must not be emailed to A&E staff. Submissions outside the **Payment Center** will not be processed.

2.3 Use of Current Forms (Required)

Only the most current versions of Forms 101 and 108 may be used.

Current forms:

- Are available on the A&E website
- Are linked from both Payment Portal pages
- Do not include signature lines

Older versions must not be used.

2.4 Processing Timelines

The **Payment Center** is designed to support compliance with § 28-2-2103, MCA.

- Consultants: 30 days
- Contractors: 35 days

Timelines begin upon receipt of a complete and correct submission. Rejected submissions must be corrected and resubmitted, restarting the timeframe.

2.5 No-Signature Policy

Signatures are not required. The **Payment Center** records:

- Submission timestamps
- Approvals
- Workflow history

These records serve as the official authorization.

2.6 Approved and Unsupported Software

Approved

- Adobe Acrobat Reader
- Adobe Acrobat Pro

Unsupported

- Web browsers
- Bluebeam
- Other PDF editors that do not fully support Adobe XFA forms

Using unsupported software may result in calculation errors, missing data, or rejected submissions.

2.7 Why the Forms Must Be Completed Using Adobe

Forms 101 and 108 are built using advanced Adobe technology that supports:

- Automatic calculations
- Built-in validation checks
- Dynamic rows
- Conditional formatting

When completed using Adobe Acrobat Reader or Adobe Acrobat Pro, the forms will perform calculations accurately and help prevent calculation errors. This reduces the time it takes to complete the forms and assists A&E accounting staff by reducing the need to verify each calculation.

Standard PDFs and unsupported viewers do not reliably support these capabilities.

2.8 Flattening Requirement

All submissions must be flattened before upload. Detailed procedures are provided in Chapter 4 — Preparing Forms for Submission.

2.9 PDF Upload Rules

The primary upload field accepts one document only.

Uploading another file replaces the prior file. All required materials must be combined into a single PDF.

2.10 Submission Notifications

- Confirmation email upon submission
- Payment notification email upon processing
- Rejection email if corrections are required

Chapter 3 — General Submission Rules (All Users)

Purpose of This Chapter

This chapter defines the general rules, system constraints, and recommended practices that apply to all invoice and Pay Request submissions.

Some requirements are enforced by the **Payment Center** system, while others represent best practices that help reduce errors and improve consistency.

3.1 MASTER Copies and Submission Copies

It is strongly recommended that each Pay Request be managed using two distinct file types:

MASTER Copy (Recommended)

- Editable version of the form
- Serves as the baseline record for the project
- Can be reused for future Pay Requests

Submission Copy (Required for Upload)

- Created from the MASTER Copy
- Flattened and prepared for upload
- New **Submission Copy** created for each Pay Request

Only the flattened **Submission Copy** should be uploaded.

3.2 Versioning and Sequential Pay Requests

Pay Requests must be submitted in sequential order.

For each new Pay Request:

- Copy the most recent MASTER Copy
- Update the Pay Request number and billing information
- Save as a new MASTER Copy
- Create a separate **Submission Copy** for upload

3.3 File Naming Convention (Strongly Recommended)

Submission copies should be named using the following convention:

AE# Firm Name PR# XX

Examples:

- `2023-10-02 AAA Architects PR# 01.pdf`
- `2023-10-02 AAA Builders PR# 02.pdf`

This naming convention clearly identifies the project number, submitting firm, and Pay Request number.

3.4 Use of Adobe Acrobat

Forms 101 and 108 must be completed using Adobe Acrobat Reader or Adobe Acrobat Pro. These applications ensure calculations perform accurately and validation features function as intended.

Other PDF tools may display the forms but do not reliably support required functionality and may result in calculation errors or incomplete submissions.

3.5 Built-In Calculations and Validation

Forms 101 and 108 include built-in calculations and validation checks. Users are responsible for reviewing calculated values and resolving any warnings or validation indicators.

3.6 Flattening Requirements (System Requirement)

All Submission Copies must be flattened before upload to ensure values and calculations are locked.

3.7 Page Orientation Requirements (System Requirement)

Forms 101 and 108 are designed for landscape orientation. Users must verify orientation after flattening and correct any rotated pages.

3.8 Primary Upload Field Limitation

The primary invoice upload field accepts one document only.

Uploading another file replaces the existing document.

3.9 Combining Documents into a Single PDF

When supporting documentation is required, combine all materials into one PDF with the Pay Request form first.

3.10 Pre-Submission Review Checklist

Before submitting, confirm that:

- The correct form was used
- Adobe Acrobat was used
- A MASTER Copy has been retained

- The **Submission Copy** is flattened
- Page orientation is correct
- File naming follows the convention
- All documents are combined into one PDF

Chapter 4 — Preparing Forms for Submission

Purpose of This Chapter

This chapter provides detailed guidance for preparing Forms 101 and 108 for submission through the **Payment Center**. These steps apply to both Consultants and Contractors and should be completed before following the form-specific workflow chapters.

This chapter covers:

- Working with Forms 101 and 108 in Adobe Acrobat
- Managing MASTER Copies and Submission Copies
- Flattening forms
- Verifying page orientation
- Combining supporting documents

Step 1 — Download the Current Form

Before beginning a Pay Request or invoice:

- Download the most current version of Form 101 or Form 108
- Forms are available on the A&E Division website and are linked from the **Payment Center** portal pages

Only current forms may be used. Older versions may not process correctly and may be returned.

Step 2 — Open the Form in Adobe Acrobat

Open the downloaded form using Adobe Acrobat Reader or Adobe Acrobat Pro.

Confirm that:

- All form fields display correctly
- Fields are editable
- Built-in calculations function as expected

Do not open the form in:

- Web browsers
- Bluebeam
- Other PDF editors that do not fully support Adobe XFA forms

Using unsupported software may result in calculation errors, missing data, or rejected submissions.

Step 3 — Save and Maintain the MASTER Copy

Before entering data:

- Immediately save the form as the initial MASTER Copy

- Store the MASTER Copy with your project records
- Use a clear internal filename that identifies the project and form type

After saving the initial MASTER Copy:

- Complete all required project, firm, and billing fields
- Review all pages of the form to ensure required fields are completed and built-in calculations update correctly
- Resolve any warnings, highlighted fields, or validation indicators displayed by the form

After completing and reviewing the form:

- Save the file as the current MASTER Copy
- Retain prior MASTER Copies if maintaining a historical record is important

The MASTER Copy should remain editable and serves as the baseline file for preparing future Pay Requests.

Step 4 — Create the Submission Copy

Create a copy of the current MASTER Copy for submission.

- Rename the file using the recommended naming convention described in Chapter 3
- The **Submission Copy** will be used only for upload to the **Payment Center**

At this stage, the **Submission Copy** is still editable.

Step 5 — Flatten the Submission Copy

Before upload, the **Submission Copy** must be flattened.

Flattening:

- Converts the form to a fixed, non-editable PDF
- Locks all values and calculations
- Ensures reviewers see the document exactly as submitted

To flatten the form:

- Print the document to PDF using Microsoft Print to PDF or the Adobe PDF printer

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Step 6 — Verify Page Orientation

After flattening:

- Review the entire PDF page by page
- Confirm that Forms 101 and 108 display in landscape orientation
- Confirm that supporting documents display correctly in either landscape or portrait

If any page is incorrectly oriented:

- Rotate the page using Adobe Acrobat
- Save the corrected PDF

Improperly oriented pages may delay review and may result in the submission being returned.

Step 7 — Combine Supporting Documents (If Required)

If supporting documentation is required:

- Combine the flattened Pay Request form and all supporting materials into one single PDF
- Ensure the Pay Request form appears first in the combined document

Use a reliable PDF merge tool that preserves page order and orientation.

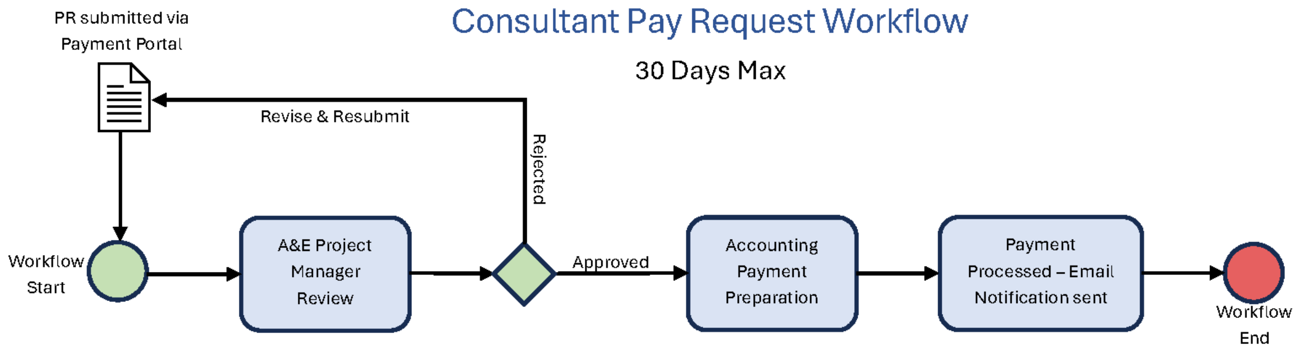
Step 8 — Final Pre-Submission Check

Before uploading to the **Payment Center**, confirm that:

- The correct and current form was used
- The **Submission Copy** is flattened
- Page orientation is correct for all pages
- All required documents are included in a single PDF
- The correct file is ready for upload

The primary upload field accepts one document only.

Chapter 5 — Consultant Pay Requests & Invoices — Completing and Submitting Form 108



Purpose of This Chapter

This chapter provides step-by-step guidance for Consultants submitting Pay Requests and invoices using Form 108 — Consultant Request for Payment through the **Payment Center**.

General rules related to software, file handling, flattening, page orientation, and document combining are provided in Chapters 1 through 4 and apply to this workflow.

Overview of Consultant Submissions

Consultants submit Pay Requests and invoices through the **Consultant Payment Portal**.

Depending on the services being billed, submissions may include:

- Contracted services
- Approved Supplemental Services
- Non-contracted services billed by invoice

Each submission follows the same general process:

- Complete the appropriate form or invoice
- Maintain an editable MASTER Copy (recommended)
- Create a flattened **Submission Copy**
- Upload through the **Consultant Payment Portal**

Types of Consultant Submissions

When completing the **Consultant Payment Portal** form, select the appropriate option under **Type of Submission**.

Pay Request

- Used for contracted services
- Submitted using Form 108
- Select **Type of Submission = Pay Request**

Supplemental Services

- Used for approved, non-contracted services performed by the prime consultant
- Submitted using Form 108
- Select **Type of Submission = Supplemental Services**

Invoice

- Used for services not covered by the consultant's contract
- Examples include hazardous materials testing or furniture procurement
- Submitted as a consultant-generated invoice with supporting documentation
- Select **Type of Submission = Invoice**

First Pay Request

Step 1 — Enter Project and Consultant Information

Complete the header section of Form 108, including:

- Project name
- Consultant firm name
- A&E project number
- Pay Request number
- Billing period dates

Step 2 — Enter Contract Amount and Service Breakdown

Enter the total contract amount.

Populate the service rows to reflect the consultant's scope of work:

- Ensure the sum of all service line items equals the contract amount

Contract breakdown of services and compensation

1.1 COMPENSATION

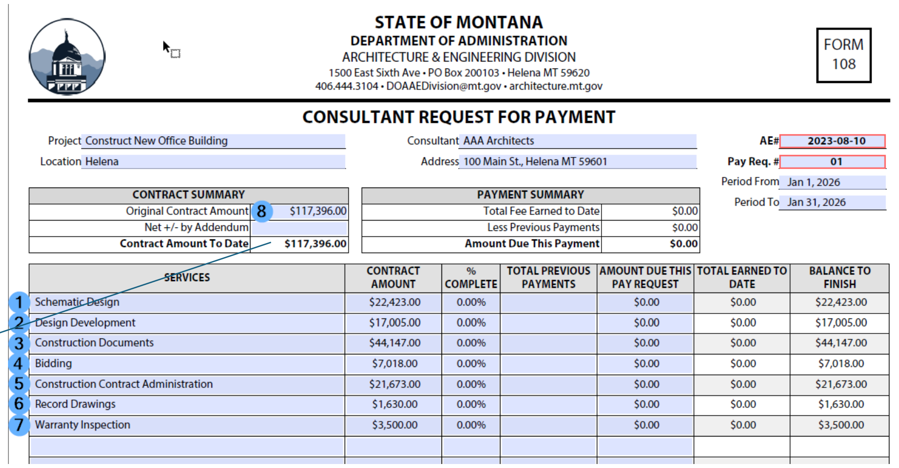
1.1.1 The Owner shall compensate the Architect/Engineer in accordance with the full Terms and Conditions of this Agreement as follows:

BASIC SERVICES	AMOUNT
1 Schematic Design (SD)	$22,423.00
2 Design Development (DD) [or Preliminary Design (PD)]	$17,005.00
3 Construction Documents (CD)	$44,147.00
4 Bidding	$7,018.00
5 Construction Contract Administration (CA)	$21,673.00
Basic Services Sub-Total =	**$112,266.00**
ADDITIONAL SERVICES	**AMOUNT**
Site Planning	$0.00
Programming/Planning	$0.00
Energy Studies	$0.00
Hazardous Materials Investigation	$0.00
Speciality Consultants (provide list)	$0.00
Site/Topographic Surveys	$0.00
Geotechnical Investigations/Reports	$0.00
Commissioning	$0.00
6 Record Drawings	$1,630.00
7 Warranty Inspection	$3,500.00
Additional Services Sub-Total =	**$5,130.00**
TOTAL SUM FOR ALL SERVICES =	8 **$117,396.00**

Contract services entered on Form 108.

CONTRACT SUMMARY	
Original Contract Amount	$117,396.00
Net +/- by Addendum	
Contract Amount To Date	**$117,396.00**

Contract Amount to Date field will remain red until the field equals Services Contract Amount total



STATE OF MONTANA
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ARCHITECTURE & ENGINEERING DIVISION
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FORM 108

CONSULTANT REQUEST FOR PAYMENT

Project Construct New Office Building
Location Helena
Consultant AAA Architects
Address 100 Main St., Helena MT 59601
AE# 2023-08-10
Pay Req. # 01
Period From Jan 1, 2026
Period To Jan 31, 2026

CONTRACT SUMMARY	
Original Contract Amount	8 $117,396.00
Net +/- by Addendum	
Contract Amount To Date	**$117,396.00**

PAYMENT SUMMARY	
Total Fee Earned to Date	$0.00
Less Previous Payments	$0.00
Amount Due This Payment	**$0.00**

	SERVICES	CONTRACT AMOUNT	% COMPLETE	TOTAL PREVIOUS PAYMENTS	AMOUNT DUE THIS PAY REQUEST	TOTAL EARNED TO DATE	BALANCE TO FINISH
1	Schematic Design	$22,423.00	0.00%		$0.00	$0.00	$22,423.00
2	Design Development	$17,005.00	0.00%		$0.00	$0.00	$17,005.00
3	Construction Documents	$44,147.00	0.00%		$0.00	$0.00	$44,147.00
4	Bidding	$7,018.00	0.00%		$0.00	$0.00	$7,018.00
5	Construction Contract Administration	$21,673.00	0.00%		$0.00	$0.00	$21,673.00
6	Record Drawings	$1,630.00	0.00%		$0.00	$0.00	$1,630.00
7	Warranty Inspection	$3,500.00	0.00%		$0.00	$0.00	$3,500.00

Step 3 — Enter Progress Using % Complete or Earned Amounts

For each service line item, enter either:

- **% Complete**, or
- **Amount Due this Pay Request**

Verify that:

- **Total Fee Earned to Date** is accurate
- **Amount Due this Pay Request** reflects the intended billing

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Step 4 — Review Validation Indicators

As values are entered, the form automatically calculates totals.

If validation warnings or highlighted fields appear:

- Review the affected entries
- Correct values before proceeding

Step 5 — Save the MASTER Copy

After completing and reviewing the form:

- Save the file as the **MASTER Copy**
- Retain this file for future Pay Requests on the project

Successive Pay Requests

Each Pay Request builds cumulatively on the prior submission.

Step 1 — Prepare the Next Pay Request

To prepare the next Pay Request:

- Open the most recent **MASTER Copy**
- Save a new copy
- Update the Pay Request number and billing period dates

Step 2 — Update Prior Payments

For each service line item:

- Set **Total Previous Payments** equal to **Total Earned to Date** from the prior Pay Request

CONTRACT AMOUNT	% COMPLETE	TOTAL PREVIOUS PAYMENTS	AMOUNT DUE THIS PAY REQUEST	TOTAL EARNED TO DATE
$22,423.00	100.00%	$0.00	$22,423.00	$22,423.00
$17,005.00	100.00%	$0.00	$17,005.00	$17,005.00
$44,147.00	25.00%	$0.00	$11,036.75	$11,036.75
$7,018.00	0.00%	$0.00	$0.00	$0.00
$21,673.00	0.00%	$0.00	$0.00	$0.00
$1,630.00	0.00%	$0.00	$0.00	$0.00
$3,500.00	0.00%	$0.00	$0.00	$0.00

- Set **Amount Due this Pay Request** to zero before entering new progress

Period From Jan 1, 2026

Period To Jan 31, 2026

PAYMENT SUMMARY	
Total Fee Earned to Date 1	$50,464.75
Less Previous Payments 2	$50,464.75
Amount Due This Payment	**$0.00**

CONTRACT AMOUNT	% COMPLETE	TOTAL PREVIOUS PAYMENTS	AMOUNT DUE THIS PAY REQUEST	TOTAL EARNED TO DATE	BALANCE TO FINISH
$22,423.00	100.00%	$22,423.00	$0.00	$22,423.00	$0.00
$17,005.00	100.00%	$17,005.00	$0.00	$17,005.00	$0.00
$44,147.00	25.00%	$11,036.75	$0.00	$11,036.75	$33,110.25
$7,018.00	0.00%	$0.00	$0.00	$0.00	$7,018.00
$21,673.00	0.00%	$0.00	$0.00	$0.00	$21,673.00
$1,630.00	0.00%	$0.00	$0.00	$0.00	$1,630.00
$3,500.00	0.00%	$0.00	$0.00	$0.00	$3,500.00

Step 3 — Enter Current Period Progress

Enter updated **% Complete** or **Total Earned to Date** for the current billing period.

Confirm that:

- Cumulative totals are correct
- The **Amount Due This Payment** reflects only the current period

---

Step 4 — Save the Updated MASTER Copy

Save the updated form as the new **MASTER Copy** for the project.

Prepare the Submission Copy

Create a **Submission Copy** from the **MASTER Copy** and prepare it for upload by following **Chapter 4 — Preparing Forms for Submission**:

- Flatten the form
- Verify page orientation
- Combine supporting documents if required

Submit Through the Consultant Payment Portal

To submit a Pay Request or invoice:

- Access the **Consultant Payment Portal**
- Complete the online submission form
- Upload the prepared PDF
- Acknowledge the Certification statement
- Submit the form

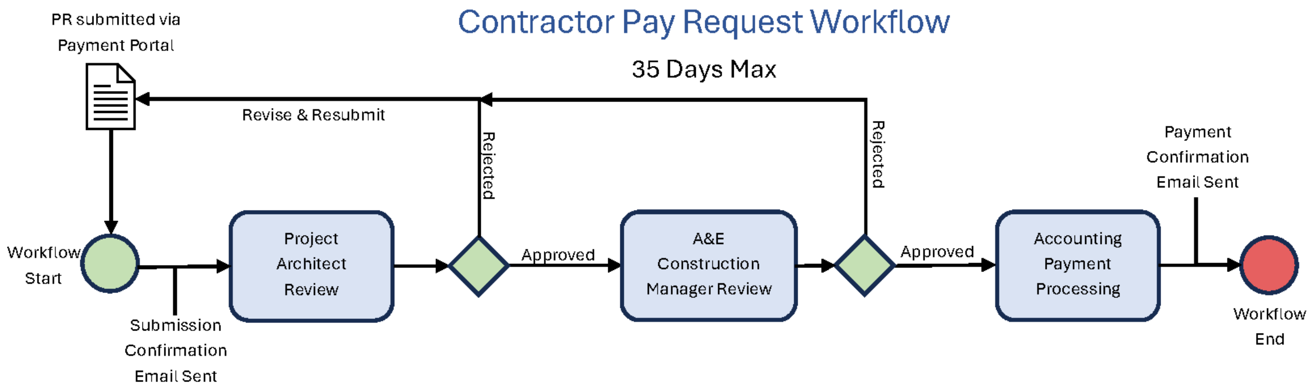
After Submission

After submission:

- A confirmation email is sent
- A payment notification email is sent when processing is complete

If a submission is returned, the notification email will identify the issue. Revise the submission and resubmit through the **Consultant Payment Portal**.

Chapter 6 — Contractor Pay Requests — Completing and Submitting Form 101



Purpose of This Chapter

This chapter provides step-by-step guidance for Contractors submitting Pay Requests using Form 101 — Contractor Request for Payment through the **Payment Center**.

General rules related to software, file handling, flattening, page orientation, and document combining are provided in Chapters 1 through 4 and apply to this workflow.

Overview of Contractor Pay Requests

Contractors submit Pay Requests through the **Contractor Payment Portal** using Form 101.

Each Pay Request documents:

- Work completed to date
- Materials stored on site
- Approved change orders
- Retainage

Pay Requests are cumulative and must be submitted sequentially.

Form 101 Structure and Validation

Form 101 includes built-in calculations and validation checks that help ensure internal consistency.

Field Types

Form 101 uses color-coding:

- Blue fields — User-entered fields
- White fields — Auto-calculated fields

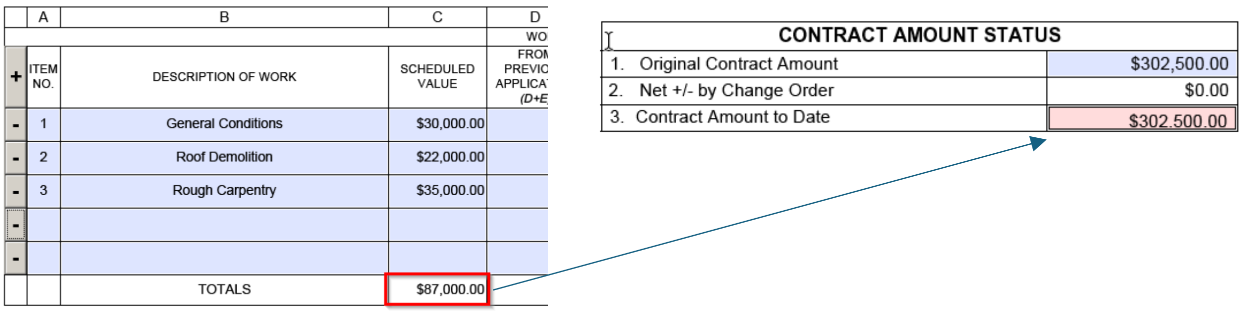
Contract Amount Status and Validation

Form 101 requires entry of:

- The **Original Contract Amount**, and
- All approved change orders

These values are combined to calculate the **Contract Amount to Date** in the **Contract Amount Status** section.

The **Contract Amount to Date** field will remain red until the total of the **Work in Place / Stored Materials** (Schedule of Values) equals the Contract Amount to Date.



This validation helps ensure the Schedule of Values fully accounts for the contract amount before Pay Requests proceed.

First Pay Request (Pay Request #01)

Step 1 — Complete Header and Contract Information (Page 1)

Complete the header section, including:

- Project name and location
- Contractor name and contact information
- A&E project number
- Pay Request number (01)
- Billing period dates

Complete the following sections as applicable:

- Contract Amount Status
- Change Order Summary
- Retainage Adjustment

Only approved change orders should be included.

Step 2 — Set Up the Schedule of Values (Page 2)

For Pay Request #01, Page 2 establishes the project's Schedule of Values.

Use Columns A, B, and C to define how the contract amount is distributed across the project.

The Schedule of Values may be organized by:

- Major work elements, or
- Subcontractors

The total of **Column C (Scheduled Value)** must equal the Contract Amount to Date shown on Page 1.

Once established, the Schedule of Values remains consistent throughout the project unless modified by approved change orders.

Step 3 — Confirm Column D Is Zero

For the first Pay Request:

- All values in **Column D (Work from Previous Applications)** must be $0.00

There are no previous applications for Pay Request #01.

Step 4 — Enter Work Completed and Materials Stored

Enter the value of work completed during the current billing period in **Column E**.

Enter the value of materials stored on site for which payment is requested in **Column F**.

Materials remain in **Column F** until incorporated into the work and moved to **Column E** in a future Pay Request.

Successive Pay Requests (Pay Request #02 and Beyond)

Each Pay Request after the first builds cumulatively on the prior submission.

Step 1 — Prepare the Next Pay Request

To begin the next Pay Request:

- Open the most recent **MASTER Copy**
- Save a new copy
- Update the Pay Request number and billing period dates

Step 2 — Recalculate Column D

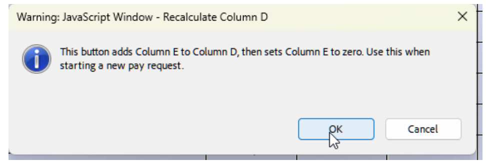
Before entering any new work quantities, click the **Recalculate Column D** button.

The button automatically:

1. Transfers the prior Pay Request's **Column E** values into **Column D**
2. Resets **Column E** to zero so it is ready for new entries

This preserves cumulative progress while preparing the form for the new billing period.

Clicking the **Recalculate Column D** button will bring up a dialog box. Click OK to proceed with recalculations or click cancel.



Pay Request 01:

Enter amounts to bill in **Column E**

A	B	C	D	E	F
			WORK COMPLETED		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D+E)*	THIS PERIOD	MATERIALS PRESENTLY STORED *(Not in D or E)*
1	General Conditions	$15,000.00	$0.00	$8,000.00	
2	Demolition	$20,000.00	$0.00	$20,000.00	
3	Concrete & Masonry	$25,000.00	$0.00	$20,000.00	
4	Structural Framing	$30,000.00	$0.00	$10,000.00	
5	Roofing	$18,000.00	$0.00		
6	Interior Partitions	$40,000.00	$0.00		

Pay Request 02 Prep:

Recalculate button

- Adds **Column E** to **Column D**
- Clears **Column E**.

A	B	C	D	E	F
			WORK COMPLETED		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D+E)*	THIS PERIOD	MATERIALS PRESENTLY STORED *(Not in D or E)*
1	General Conditions	$15,000.00	$8,000.00		
2	Demolition	$20,000.00	$20,000.00		
3	Concrete & Masonry	$25,000.00	$20,000.00		
4	Structural Framing	$30,000.00	$10,000.00		
5	Roofing	$18,000.00	$0.00		
6	Interior Partitions	$40,000.00	$0.00		

Pay Request 02:

Enter amount to bill for the current period in **Column E**

A	B	C	D	E	F
			WORK COMPLETED		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D+E)*	THIS PERIOD	MATERIALS PRESENTLY STORED *(Not in D or E)*
1	General Conditions	$15,000.00	$8,000.00	$4,000.00	
2	Demolition	$20,000.00	$20,000.00	$0.00	
3	Concrete & Masonry	$25,000.00	$20,000.00	$2,000.00	
4	Structural Framing	$30,000.00	$10,000.00	$20,000.00	
5	Roofing	$18,000.00	$0.00	$5,000.00	
6	Interior Partitions	$40,000.00	$0.00		

Pay Request 03 and Successive Pay Requests:

Each successive recalculation adds **Column E** to **Column D** and clears **Column E**

C	D	E
	WORK COMPLETED	
SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D+E)*	THIS PERIOD
$15,000.00	$8,000.00	$4,000.00
$20,000.00	$20,000.00	$0.00
$25,000.00	$20,000.00	$2,000.00
$30,000.00	$10,000.00	$20,000.00
$18,000.00	$0.00	$5,000.00
$40,000.00	$0.00	

C	D	E
	WORK COMPLETED	
SCHEDULED VALUE	FROM PREVIOUS APPLICATION *(D+E)*	THIS PERIOD
$15,000.00	$12,000.00	
$20,000.00	$20,000.00	
$25,000.00	$22,000.00	
$30,000.00	$30,000.00	
$18,000.00	$5,000.00	
$40,000.00	$0.00	

Step 3 — Enter Current Period Work and Materials

After recalculating Column D:

- Enter new work completed during the current billing period in **Column E — Work Completed This Period**.
- Review **Column F — Materials Presently Stored** and reduce the value of any stored materials that have been incorporated into the work.

Accounting for Stored Materials

Stored materials are entered on **Form 101, Page 2** as part of the **Work in Place / Stored Materials (Schedule of Values)**.

Entering Stored Materials

- Enter the value of materials stored on site for which payment is requested in **Column F — Materials Presently Stored**.
- Materials listed in **Column F** must be:
    - Intended for incorporation into the project, and
    - Stored on site or at an approved location.

Movement of Stored Materials

- Materials remain in **Column F** until they are incorporated into the work.
- Once incorporated, the value of those materials must be:
    - Removed from **Column F**, and
    - Included in **Column E — Work Completed This Period** on a subsequent Pay Request.

Cumulative Nature

Stored materials are cumulative and carried forward from one Pay Request to the next until incorporated into the work. Contractors are responsible for ensuring that values accurately reflect the current status of stored and installed materials.

Step 4 — Save the Updated MASTER Copy

After completing the Pay Request:

- Save the form as the updated **MASTER Copy**
- Retain prior MASTER Copies for reference if desired

Change Orders During the Project

Approved change orders adjust the contract amount through the **Change Order Summary** on Page 1.

- Enter additions and deductions as positive values
- Only approved change orders should be included

If more than five change orders exist:

- Combine earlier change orders on the first line
- Clearly note which change orders are included (e.g., *Change Orders 1–5*)

Prepare the Submission Copy

Create a **Submission Copy** from the **MASTER Copy** and prepare it for upload by following **Chapter 4 — Preparing Forms for Submission**:

- Flatten the form
- Verify page orientation
- Combine supporting documents if required

Submit Through the Contractor Payment Portal

To submit a Pay Request:

- Access the **Contractor Payment Portal**
- Complete the online submission form
- Upload the prepared PDF
- Acknowledge the Certification statement
- Submit the form

After Submission

After submission:

- A confirmation email is sent
- A payment notification email is sent when processing is complete

If a Pay Request is returned, the notification email will identify the issue. Revise and resubmit the Pay Request through the **Contractor Payment Portal**.

Chapter 7 — Resources and Contacts

Purpose of This Chapter

This chapter provides contact information and reference resources that may be helpful when preparing and submitting invoices or Pay Requests through the **Payment Center**.

The resources listed below are provided for convenience and do not replace the instructions in this guide.

Contacts

For questions related to:

- Forms 101 or 108
- Submission requirements
- **Payment Center** access or workflow
- Returned or rejected submissions

Primary Contact
Steve Faherty
sfaherty@mt.gov
406-444-0344

Secondary Contact
Kevin Kent
kevin.kent@mt.gov
406-444-3104

Reference Documents and Useful Links

The following documents and links support successful preparation and submission of invoices and Pay Requests.

Payment Center and Forms

- Invoice & Pay Request Preparation & Submission Guide
- Form 101 — Contractor Request for Payment
- Form 108 — Consultant Request for Payment
- Consultant Payment Portal
- Contractor Payment Portal

Software

- Adobe Acrobat Reader (Free Download)

Additional References

- A&E Division Website — Architecture & Engineering Division

Final Note

This guide reflects current A&E Division processes and requirements for invoice and Pay Request submissions through the **Payment Center**. Users should always rely on the most current forms and instructions provided by the A&E Division.