STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
REQUEST FOR PAYMENT FOR MATERIALS ON HAND
CEM-5101 (REV 04/2018)

PROJECT INFORMATION/NAME

TO: RESIDENT ENGINEER (Name)

FROM: CONTRACTOR'S REPRESENTATIVE (Name)

DATE:

CONTRACT NUMBER/CO/RTE/PM

PROJECT IDENTIFICATION NUMBER

CONTRACTOR NAME

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:

L.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:

Notes:

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.

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