

Construction Project Payment Check Request

Project Information

Project Name

Project Number

Owner/Client Name

Location

Payee Information

Payee Name

Payee Address

Payee Contact

Payee Email

Payment Details

Amount Requested

Date Requested

Payment Reason/Description

Invoice & Supporting Documents

Invoice Number

Attach Documents (list file names):

Budget Breakdown

Item/Description	Amount	Notes

Approval

Requested by

Signature

Date

Approved by

Signature

Date