



**JACKSONVILLE  
TRANSPORTATION  
AUTHORITY**

**CONTRACTOR'S REQUEST FOR PAYMENT ATTACHMENT**

Payment Period: \_\_\_\_\_

Contractor: \_\_\_\_\_

**DBE**

**NON-DBE**

Project: \_\_\_\_\_

JTA Encumbrance No.: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Name of Business Performing Work (Subcontractor)	Certification Status (DBE or NON-DBE)	Description of Commodity, Material, or Service	Contact Name/Telephone	Amount Invoices this Period	Amount Invoiced To Date
					\$
					\$
					\$
					\$
					\$
					\$
Dollar Amount of Work Completed by Non-DBE Subcontractors					\$
Dollar Amount of Work Completed by DBE Subcontractors					\$
Dollar Amount of Work Completed by the Prime					\$
Total Dollar Amount Requested for Payment					\$

All **DBE** Subcontractors/suppliers must be certified as such by the JTA. It is understood that the JTA may audit any and/or all records of the Contract/vendor and conduct interviews of owners, principals, officers, employees and applicable subcontractors/contractors participating on the Contract. The JTA DBE Office reserves the right to ensure compliance with the JTA's **DBE** program to include status reports and audit of submitted **DBE** information as deemed necessary.

**CONTRACTOR'S CERTIFICATION**

The above information is true and complete to the best of my knowledge and belief. The DBE Office reserves the right to recommend an audit on the submitted **DBE** information as deemed necessary.

Name and Title: \_\_\_\_\_

(Please print or type)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** All Prime Contractors are required to pay all subcontractors within seven (7) business days of receipt of payment from JTA. This is in accordance with JTA's Prompt Payment provision. Failure to comply may result in future withholdings of prime contractor's reimbursements and/or other sanctions until the prime contractor ensures that all subcontractors are promptly paid for the work they have performed. Contact JTA's Diversity & Equity Program Office with any questions about the Prompt Payment provision.