

Draw Requisition Instructions

1. There are several items you will need in order to process payment requests for your account.
 - a) The Job Cost Breakdown (JCB) form from NACS. Please include a modified JCB with your payment every time there is a change on your project
 - b) The Payment request form.
 - c) Copy of the draw request made to the owner showing current and previous contract amounts.
 - d) Any other form or verification requested by NACS.**Failure to provide any of the above paperwork will result in possible delays of processing your draw requests.**
2. Please list on the Payment Request Form the Sub-Contractors and/or Suppliers to be paid, and a separate line item per each Cost Code/work description, along with their addresses for first time payouts.
3. **Separately enter each line item number and invoice for the Sub's/Suppliers on the project. Also enclose proper documentation (invoice, pay requests, purchase orders, etc.), to justify the amounts paid to each sub/supplier, along with properly executed and signed draw request copies between the Principal and Obligee.**
4. Please list on the Payment Request Form your request for reimbursable expenses, and a separate line item per each Cost Code/work description.
5. Should you request any Overhead, Profit or Supervisory Salaries please refer to the Escrow Addendum and add to your payment request form.
6. Please provide certified payroll, payroll service reports or labor summary reports for reimbursement of requested labor expense.
7. Total the payouts and write the amount in the Total Requisition payments box. **Please sign the bottom of the form, as we can no longer process payments without a signed Payment Request Form.**
8. Please include any Pre-lien or sub-contract agreements not previously sent to NACS.
9. Please Note: **All invoices must have the job description printed or written on it to identify it as being for this specific Escrow Project.**