

**COUNTY OF VENTURA  
PUBLIC WORKS AGENCY**

**REQUEST FOR PAYMENT FOR MATERIALS ON HAND**

To: \_\_\_\_\_ Spec. No. \_\_\_\_\_  
           Agency Name

From: \_\_\_\_\_ Project Name \_\_\_\_\_  
           Contractor (Firm Name)

In accordance with the provisions of Section 9-3.3 (and Section \_\_\_\_\_, if applicable) of the Specifications, request is made for payment for the following:

Bid Item #	Class # per §9-3.3	Quantity	Description (Include Weight & Size Where Required)	Value	Invoice # (Must be Attached)	Date Delivered to Site
<b>Total \$</b>						

**AFFIDAVIT:**

The above listed items have been purchased exclusively for use on the above identified project. They are in good condition and are physically identified for use only on the above identified project. It is expressly understood and agreed that this affidavit is furnished to the County for the purpose of obtaining payment as provided in Section 9-3.3, and that storage of said items at the project site is subject to and under the control of the Contractor but subject to inspection by the Engineer.

**INSTRUCTIONS TO THE CONTRACTOR:**

Submit fully completed form to the Project Manager prior to the end of the estimate period.

Attach evidence of the purchase which shows cost.

A new request is required each estimate period, but invoices for any item need be submitted only once.

\_\_\_\_\_ Date  
 CONTRACTOR (Authorized Signature)

**OK to Pay** \_\_\_\_\_ Date  
 PROJECT MANAGER