

Payment Request Lifecycle at FPM ANR Davis
Revised August 2025

	STEPS:	RESPONSIBLE STAFF:	NOTES:
	<i>Contract/Agreement and PPD created and signed by all – work proceeds. Contract provided to Financial Analyst to set up vendor and requisition (need separate process description)</i>		
1.	Vendor submits invoice to Project Manager (PM) upon completion of work, or progress billing.	PM / REC Supt. or Director	If any issues with invoice, PM will discuss with contractor/consultant to resolve or make corrections.
2.	PM reviews if invoice is correct and appropriate for work completed. PM alerts contractor if any questions on invoice and returns for correction. If invoice is appropriate and correct, PM forwards to FA to request preparation of Payment Request (PR)	PM	PM review includes verification of required data and amounts: <ul style="list-style-type: none"> • Verify totals (contract amount, change orders, etc.) • Work completed to date • Expenses (as allowed by contract) • Retention (5% on most projects) • Previous payments • Amount due • Amount to finish
3.	FA creates PR from a pre-existing template located at: K:\Facilities\TEMPLATES\2023 Various Templates <i>NOTE: Different PRs templates are used for Contracts and Agreements.</i>	FA	Draft PR (with invoice and supporting documents) is saved by FA in the payment folder in FPM shared drive by project number, naming appropriately (example: 7313 DREC – PR#2 combined).
4.	FA sends the PR via a DocuSign envelope with all supporting documentation to: <ol style="list-style-type: none"> 1. FA – for initials only 2. PM – for signature 3. RPM – for signature 4. AVP FCP – for signature (approval for payment) 	FA	FA places appropriate supporting documentation: PR, invoice, Certificate of Completion or Notice of Completion (as applicable), PPD, contract/agreement, and change orders/ATPs (if applicable) in the DocuSign envelope. FA updates tracking of invoice totals vs contract amounts and alerts PM if payment would exceed authorized amounts.
5.	FA reviews DocuSign envelope to confirm accuracy of accounts and that payment amounts are within contract authorizations. Verifies that vendor is set up and active in Aggie Enterprise, requisition submitted, and ready for payment, etc. INITIALS PR, confirming FA review.	FA	During review and signature RPM or VP may direct questions to PM and FA. If any errors are present, signatories can request additional information or decline to sign, with a message to the envelope originator explaining why.
6.	PM reviews and signs DocuSign envelope.	PM	PM signature confirms billing is appropriate to work progress and contract amounts.
7.	RPM reviews DocuSign envelope, for accuracy of accounts, funding availability, and compliance. Signs PR.	RPM	RPM contacts are Danny Fung and Adolfo Limon.
8.	AVP FCP reviews DocuSign envelope, signs PR to approve payment.	AVP FCP	PR approval completed. PR is fully executed (FE)

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9.	Upon completion, DocuSign envelope automatically delivers the <i>Completed Envelope with a FE PR</i> to all signers (PM, FA, RPM and AVP FCP).	FA	FA places the FE PR into the appropriate project # folder in the projects by # folder titled <i>Payments</i> .
10.	FA sends the PR and PO information to BOC for processing of payment.	FA	<i>Temporary: FA places FE PR and supporting documents in Box folder (For BOC submission) and sends Janene Iorga an email notifying her of the completed PR and providing link to the document(s) in Box.</i>
11.	BOC processes payment/invoice	BOC	Transaction routes thru AE system
12.	UC Davis Accounts Payable issues check	UCD	This takes 2-5 working days.
13.	<i>Vendor receives payment</i>		

Definitions: ATP=Authorization to Proceed; AVP AS=Associate Vice President Administrative Services; AVP FCP = Associate Vice President Finance & Capital Planning; BOC=Business Operations Center; CA=Contracts Administrator; FA=Fiscal Analyst; FE=Fully Executed; FPM=Facilities Planning & Management; PM=Project Manager; PPD=Project Planning Document; PR=Payment Request, RPM=Resource Planning & Management; FPMD = Facilities Planning & Management Director; REC=Research & Extension Center; AE=Aggie Enterprise

*Once Notice to Completion is filed and no filings against the project, balance can be paid in 35 days, with a final payment PR.