Internal Process and Standard Operation Procedure: Subcontractor Invoice Closeout Flowchart

Once the Owner Pay Application is 90-95% compete - AP Clerk will inform the project team and subcontractors of the closeout initiation

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PA:
Send final billing invites in Procore

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PA/PM:
Reconcile all outstanding change orders and verify that invoices are billed 100%

PE
Verify all closeout documentation, warranty, O&M, etc. have been received, owner training is complete, and attic stock has been delivered and accepted.

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Once Project Team has signed of and subcontractor has billed 100% - PA will send billing invites for retention

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AP Clerk:
Attach Sage Closeout Report and Conditional Final Lien to retention invoice for signatures

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AP Clerk:
Once final signatures are received, the retention invoice will be entered into Timberscan for final PM approval.