

## SDA Weekly Certified Payroll Document Control Form

Date Range From \_\_\_\_\_ To \_\_\_\_\_

*Enter above range (mm/dd/yyyy)*

SDA Project Manager \_\_\_\_\_ SDA Project Team \_\_\_\_\_

NTP Date \_\_\_\_\_ GC/CM \_\_\_\_\_

Project Name \_\_\_\_\_

Contract Number \_\_\_\_\_ District Name \_\_\_\_\_

General Contractor

Construction Manager

Emergent Projects

SDA As Construction Manager

	Enter weeks submitted of attached Certified Payroll (mm/dd)				
GC & Subcontractors Names	Week 1	Week 2	Week 3	Week 4	Week 5

SDA Received by (Print) \_\_\_\_\_ (Initial) \_\_\_\_\_ Date \_\_\_\_\_

SDA Received by (Print) \_\_\_\_\_ (Initial) \_\_\_\_\_ Date \_\_\_\_\_

SDA Entered into Archival database (Print) \_\_\_\_\_ (Initial) \_\_\_\_\_ Date \_\_\_\_\_

**Records Series # 0350-0001**