Pay Estimates – Review and Approve
(Contractor Approvals)

Background:

To approve a Payment Estimate, a contract must have a Payment Estimate with a Status of Pending Approval. The system will automatically assign the appropriate Approval Levels for your payment estimate depending on the Payment Estimate Type. The contractor's payment estimate approval information should be entered by project staff using the Construction Contractor Approvals role. Until a Pay Estimate is fully approved it is not possible for another Pay Estimate to be generated.

Roles:

Construction Contractor Approvals

Navigation:

Payment Estimate Approval Decision

1. Use the search bar and filters to find the contract's payment estimate you need to approve.
2. Toggle the **Approval Decision** to *Approve*
3. In the **Comments** field enter the date the contractor pen and ink signed the payment estimate if it's different from when you are logging the approval decision
4. Click **Save**

Next Steps:

Payment Estimates – Review and Approve – Project Managers and QA QRG