##### Instructions for Completing the

##### Affidavit for Payment of Stored Materials

##### (Form BDC 252)

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| ***When to use:*** |
| The prime contractor must submit the *Affidavit for Payment of Stored Materials (Form BDC 252)* with the *Contractor’s Application for Payment (Form BDC 169)* to request payment for any stored material(s). When using the *Affidavit for Payment of Stored Materials*, it will be necessary to separate Material and Labor Cost(s) in lieu of indicating Total Cost on the *Contractor’s Application for Payment, Schedule 5 – Job Progress.* FAILURE TO PROPERLY COMPLETE THIS AFFIDAVIT MAY RESULT IN THE REJECTION OF THE *APPLICATION FOR PAYMENT*. |
| ***How to complete:*** |
| For the heading information:1. Enter the Contract No. and Payment Requisition No., as entered on the *Contractor’s Application for Payment*.
2. Enter the total number of pages and Project Location.
3. Enter your name, title and company name in the spaces indicated.
4. Enter the location(s) for the stored material(s) in the spaces provided.

For the SUMMARY OF STORED MATERIALS:1. Enter the Contract Specification Section Number OR Activity Code from the approved *Detailed Estimate* in Column 1.
2. Enter the description of the materials from the approved *Detailed Estimate* in Column 2a.
3. Enter the (per) Unit Cost from the **invoice**, and attach the invoice to the *Affidavit*. All items listed on the Affidavit must be identified/cross referenced on the invoice(s) provided. Documentation submitted in support of the reimbursement value shall be substantiated to the satisfaction of the Contracting Officer before payment can be made.
4. Enter the measurable Quantity of the Stored Material(s) in Column 3.
5. Compute the value of the Stored Material(s) in Column 4 by multiplying the Unit Cost in Column 2b by the Quantity in Column 3.
6. Identify the Stored Material(s) payment on the *Contractor’s Application for Payment, Schedule 5 – Job Progress* by placing an asterisk (\*) on the Material Breakdown row.
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