

## Title 38 (Construction) Processes for Payment:

- Purchase Order is issued to Vendor and Hospital.
- Recordation Certificate is to be received by Central Office prior to any payments being made to vendor. Activities/Comments on PO will reflect if this document is in Central Office. Do NOT make any payments until sure it is on file.
- When job is completed, Hospital notifies Central Office that it is complete and acceptable (email or fax is fine).
- If Recordation Certificate is on file, payment up to 90% of total can be paid at this time to the vendor.
- Central Office will send a signed “**Notice by Owner of Acceptance of Job**” to Vendor and Hospital. Still hold the 10% retainage – do not pay the balance of the job at this point.
- Vendor submits his Clear Lien certificate to Hospital. Payment on the 10% balance can now be made to the Vendor.
- A copy of the Clear Lien Certificate must now be sent to Central Office for closing the file.