CMAR SUPPLEMENTAL REQUIREMENTS PROCESS

Monthly Project Statement of Certification

Required following execution of the Agreement

1. The CMAR, each subcontractor, and supplier must complete a monthly Project Statement of Certification form on each project.
2. The CMAR will collect the MBE/WBE/DBE and/or Small Business certificates.
3. The CMAR must email the above to PurchasingConstruction@asu.edu with the following subject format: ASU Project Number, ASU Project Name, PO Number, CMAR.
4. If additional firms are added during the course of the project, they are to be listed on the transmittal form and the certificate(s) are to be attached to the following Pay Application.

Project Spreadsheet

Required with each Pay Application (App)

1. Each subcontractor or supplier will submit an updated spreadsheet along with each invoice to CMAR.
2. The CMAR will update their spreadsheet from all of the firms submitting invoices in the Pay App.
3. The CMAR will attach their spreadsheet to the Pay App (Do not submit subcontractor or supplier's spreadsheets, however, it is recommended for you to retain them with your records for audit).
4. Each Pay App must be numbered 1 to 30, etc.
5. Email the project spreadsheet, along with any new certificates to PurchasingConstruction@asu.edu with the following subject format: ASU Project Number, ASU Project Name, PO Number, CMAR, and Pay App #.

Pay App Transmittal Form

Required with each Pay App

1. The Pay App Transmittal Form needs to be the first page of the Pay App.
2. Note if new certificate(s) are attached and email to PurchasingConstruction@asu.edu with the following subject format: ASU Project Number, ASU Project Name, PO Number, CMAR, and Pay App #.

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