



# Department of Design and Construction

SPECIFICATION BULLETIN

**SB**  
24-008

Title: **PAYMENT REQUISITIONS**

Prepared:

Digitally signed by Mohammad Mahmud, P.E.  
Date: 2024.09.20 11:51:37 -04'00'

9/23/2024

Mohammad Mahmud, P.E.  
Director, Specifications

Date

Approved:

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Date: 2024.09.20 15:45:32 -04'00'

9/23/2024

How Sheen Pau, P.E.

Date

Associate Commissioner – Infrastructure Design

### APPLICABILITY:

- This Specification Bulletin (SB) is effective for projects advertised on or after 9/27/2024.

### SUPERSEDEENCE:

- This SB supersedes the following SBs: **None.**

### ATTACHMENTS:

1. *Sub-Section 1.06.23 (S) (1 page)*

### REVISIONS TO THE NEW YORK CITY DEPARTMENT OF TRANSPORTATION STANDARD HIGHWAY SPECIFICATIONS, DATED 5/16/2022:

All references contained below are to the New York City Department of Transportation Standard Highway Specifications, Dated May 16, 2022. Said Standard Highway Specifications are hereby revised as follows:

- a) **Refer** to Section 1.06.23 – Rules, Laws, and Requirements  
**Add** the new Sub-Section in Attachment 1 (1 page)

For questions regarding this bulletin, please contact Richard Jones, [jonesri@ddc.nyc.gov](mailto:jonesri@ddc.nyc.gov).

### **1.06.23. Rules, Laws, and Requirements.**

#### **(S) PAYMENT REQUISITIONS**

Each payment requisition following the initial mobilization payment requisition must be consistent with the previous requisitions and payments, as certified by the Engineer. Each partial payment requisition must comply with the requirements of Article 42 of the Standard Construction Contract.

The Contractor must submit the payment requisition to the Engineer by the end of the month following the payment period ("Due Date"). The period covered by each payment requisition is one month, ending on the last day of the month, unless a longer payment period is approved by the Engineer. The Contractor must submit a draft copy of the payment requisition seven days prior to the Due Date for review by the Engineer.