



BOWLING GREEN STATE UNIVERSITY

Purchasing Department

PAYROLL SCHEDULE

CONTRACTOR: One copy of this letter is **due on or before** the date you begin performance under Contract.

TO: Ms. Beth A. Nagel
Assistant Director of Purchasing
Bowling Green State University
Purchasing Department
1851 N. Research Drive
Bowling Green, OH 43403

RE: Bowling Green State University Bid # _____
Project Name: _____
Contract Type: _____
Contractor: _____
Address: _____
City, State, Zip: _____

I will begin performance under our Contract on the above Project (date) _____ to terminate on or about (date) _____. In compliance with Section 4115.071© of the ORC, I hereby notify you that my payroll period runs from _____ to _____ (i.e. Saturday through Sunday) with paydays on _____ (i.e. Friday).

I acknowledge that I am required by Section 4115.071© of the ORC and the Standard Conditions of Contract for Construction to deliver to the Prevailing Wage Coordinator, **a certified copy of my payroll and all Subcontractors' payroll.**

Each payroll shall exhibit for each employee paid:

- | | |
|---|--------------------------|
| 1. Name | 7. Job Classification |
| 2. Race & gender | 8. Fringe payments |
| 3. Current address | 9. Deductions from wages |
| 4. Social Security number | 10. Net pay |
| 5. Hourly rate of pay | |
| 6. Number of hours worked during each day of the pay period and total for each week | |

When using an apprentice, provide a copy of the apprenticeship agreement with the first report on which the apprentice appears.

The certification of each payroll shall be executed by a duly appointed agent. The certification shall recite that the payroll is correct and complete and that the wage rates shown are not less than those required by the Contract.

Contractor Signature

Company

Company Address

City, State, Zip

Telephone

E-mail address for Prevailing Wage Rate Changes