

Request For Early Release of Retained Funds (DocExpress)

(This section to be completed by contractor)

Contract I.D. _____ County _____

Contractor _____ Letting Date _____

In accordance with Code of Iowa Chapters 26 and 573; I hereby request early release of retained funds on this contract.

- "I certify that on _____, 20__ written notice was provided to all subcontractors and suppliers associated with this contract, that early release of retained funds will be requested.

Prime Contractor to submit form in Doc Express (Working Drawer) no sooner than 10 days after notification of subcontractors and suppliers

Contractor submit and sign form in DocExpress

(This section to be completed by Contracting Authority)

Twice the Amount of Claims on File _____

Total of retention to continue _____

Contract Acceptance Date (435) _____
(Retained funds will be paid not sooner than 30 days after the Contract Acceptance Date)

or

% Contract Complete (must be ≥ 95%) _____
(Retained funds will be paid not sooner than 30 days after DCE Approval date)

Disposition: Project Engineer – Sign in DocExpress after completing above
 District Construction Engineer – Sign in DocExpress
 Construction and Materials – Sign and complete in DocExpress
 Notify Office of Finance when completed
 Notify Project Engineer when voucher may be processed