

Format of Transmittal Letter  
For Providers to Use when Submitting a Capital Contract  
Claim for Payment and/or Expenditure Report  
(To Be Submitted on the Service Provider's Letterhead)

Date:

[Name]  
Project Manager  
Capital Management Bureau  
[Albany, NY or New York, NY Address]

Dear Mr./Ms. [Name]:

Re: Capital Contract No. XXXXX

Enclosed is the following documentation of expenses in conjunction with the above-referenced capital contract:

1. A State of New York **Claim For Payment** (AC3253-S), dated [Date] in the amount of [Amount].
2. A completed **Capital Projects Expenditure Report (PAS-35)**, dated [Date].
3. **AIA Form 702** for payment # [payment number], signed and notarized by the contractor and signed with the amount certified by the project architect.
4. **AIA Form 703** completed by the contractor and submitted in support of Form 702.

I hereby certify that the AC3253-S, identified above, is in an amount no greater than that certified by the architect, and that I have observed and am satisfied with the quality of the work for which this payment is requested.

Sincerely,

[Signature of Authorized Provider Official]  
[Typed Name of Authorized Official]  
[Title of Authorized Official]

Enclosures