

**REVISION HISTORY:
DIRECTIVE #7 – AUDIT REQUESTS FOR PAYMENT RECEIVED UNDER CONTRACTS
FOR CONSTRUCTION, EQUIPMENT, AND CONSTRUCTION-RELATED SERVICES**

Release	Summary of Changes
06/03/15 (CM #15-02)	<ul style="list-style-type: none"> • Adds that, in accordance with the New York City Procurement Policy Board Rules, and in compliance with Directive #7, all changes to contracts for construction, equipment, and construction-related services <u>must be reflected in a change order</u>.
07/05/11	<ul style="list-style-type: none"> • Clarifies that the Engineering Audit Officer (EAO) must be an agency employee. • Further details EAO responsibilities, procedures, and required documentation. • Requires that the use of daily sign-in sheets for all workers must be verified for prevailing wage compliance. • Adds a new requirement that the EAO must notify the agency engineer of any adjustments to payment requests. • Specifies the process to follow for internal disagreements between the EAO and agency engineer.
11/21/95	<ul style="list-style-type: none"> • Further updates and clarifies EAO responsibilities and related procedures.
05/25/94 (CM-94-10)	<ul style="list-style-type: none"> • Clarifies EAO responsibilities and related procedures.
Initial Release	<ul style="list-style-type: none"> • Establishes rules that the agency EAO must use for auditing payment requests received under contracts for construction, equipment, and construction-related services prior to processing the requests in the City’s Financial Management System.