

## PSR Guidance for A&E Contracts

- ❖ Paid Summary Reports (PSR) form 734-2882 – See A&E Instructions tab at top left corner of form.
- ❖ Regulations require ODOT to monitor and ensure prompt payment to subcontractors.
- ❖ ODOT reports this information to FHWA, Governor's Office and Oregon Legislature.
- ❖ Form is due within 20 days of payment to consultant/contractor for each month in which payments are made to subcontractors.
- ❖ Agency Project Manager's office receives all PSR forms from consultants and forwards to OCR.
- ❖ Consultants are welcome to contact OCR (via [ocr.psk@odot.state.or.us](mailto:ocr.psk@odot.state.or.us) mailbox) directly with any questions.
- ❖ All boxes should have values entered if there are subcontractor payments listed, with the exception of 15 and 16 related to retainage.
- ❖ No punctuation should be entered on the form of any kind, or any extra text. For example, the Agency contract number (box 5) should only contain the contract number, or PA number and WOC, but not the acronyms ATA or PA.
  - The data entered is extracted by OCR's computer system and compared to the contract information already on file.
  - Extra punctuation or verbiage not in OCR's system may confuse the computer and result in data not being uploaded properly.
  - This means that the payments listed on the form will not be included in our reporting and DBE participation will not be counted.
  - OCR's system is not capable of interpreting or inferring, it pulls what's on the form and compares to what's in the database on a base 1:1 level.
  - Mismatched or duplicate data is not captured.
- ❖ PSR forms are electronically uploaded and your document is talking to a computer, not a person.
  - Not every form is evaluated for errors by a human.
  - We don't know when subs are added to form or contract amounts are changed.
- ❖ DBE commitments listed should tie to Committed DBE Breakdown forms (734-5235) that have been submitted to OCR and approved. Any amount committed, regardless of whether or not it included contingency funds, should be listed on the PSR forms to match OCR's database and the approved DBE commitment.



PSR Form 734-2882  
(5-2020).pdf

or <https://www.oregon.gov/odot/Forms/2ODOT/2882.pdf>

### **Form download help:**

**Please Note:** Due to changes in browser security, not all browsers are capable of displaying the content of the web links. To ensure that the contents of the form are viewable, please right-click on the link and select "Save link as". Download the form to your computer when prompted and open the file using Adobe products on your computer.

Microsoft **Edge** users can change their browser's settings to help download forms:

1. Open **Microsoft Edge**;
2. Select the three **dots (...)** from the right top corner;
3. Select **Settings** from the drop down and then select **Site Permissions** from the left pane;
4. Scroll down and select **PDF**, toggle the switch for **Always Open PDF Files Externally** to **On**.

Adobe Acrobat Reader extensions are also available for **Chrome** and **Firefox** users.