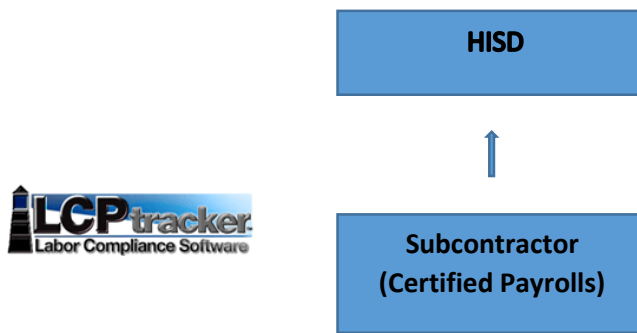


CERTIFIED PAYROLL REPORTS

The contractor and each subcontractor shall maintain weekly certified payroll records for submittal to the Houston Independent School District Business Assistance as required. The Business Assistance Office shall be responsible for approving all certified payroll records. Certified payroll records shall be accompanied by a statement of compliance signed by the contractor or each subcontractor indicating payroll records are correct and complete, wage rates contained therein are not less than those determined by the Board of Education and classifications set forth for each employee conform with work performed.



Time cards, front and back copies of canceled checks, daily logs, employee sign-in sheets and/or any other record maintained for the purposes of reporting payroll may be requested by the Business Assistance at any time and shall be provided within ten (10) days following receipt of request.