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| moseal | STATE OF MISSOURIOFFICE OF ADMINISTRATIONDIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTIONREDUCTION OF RETAINAGE REQUEST |
| PROJECT NUMBER |
| PROJECT TITLE      |
| PROJECT LOCATION      |
| **REQUEST BY GENERAL CONTRACTOR** |
| NAME      |
| REPRESENTING      |
| ADDRESS      | CITY      | STATE   | ZIP      |
| PHONE NUMBER   -   -     ext      | FAX NUMBER   -   -     |
| REQUEST[ ]  Reduction to 150% of the value of the outstanding Work Items |
| PERCENT COMPLETE OF CONTRACT WORK   % | IF APPLICABLE, DATE OF SUBSTANTIAL COMPLETION      |
| [ ]  | Attached are Releases from all Subcontractors and material Suppliers evidencing satisfactory payment for work performed and materials provided to date on the **Partial Receipt of Payment and Release Form** included in the Contract Specifications. |
| CONTRACTOR’S AUTHORIZED REPRESENTATIVE (PRINT NAME)      | SIGNATURE | DATE      |
| **APPROVAL/DENIAL BY OWNER** |
| [ ]  | Approval | [ ]  | Denial | REASON: |  |  |
|  |  |  |
|  |  |  |
| DESIGNER’S AUTHORIZED REPRESENTATIVE (PRINT NAME)      | SIGNATURE | DATE      |
| **Recommendation of FMDC Representative** |
| [ ]  | Approval | [ ]  | Denial | REASON: |  |  |
|  |  |  |
|  |  |  |
| FMDC REPRESENTATIVE (PRINT NAME)      | SIGNATURE | DATE      |
| REQUEST[ ]  Reduction to 150% of the value of the outstanding Work Items |
| [ ]  | Approval | [ ]  | Denial | REASON: |  |  |
|  |  |  |
|  |  |  |
| SECTION LEADER (PRINT NAME)      | SIGNATURE | DATE      |

*Revised* 06/16 ORIGINAL: FILE/Contractor Payments

 COPIES: Designer, General Contractor, FMDC Representative