



New York City
School Construction Authority

DAILY SIGN-OUT LOG MAIL CERTIFICATION

TO: SCA Project Officer _____

FROM: _____
(Contractor name & Address)

RE: SCA Contract # _____ Solicitation # _____

Description/School: _____

Location: _____

Corresponding to Request For Payment # _____ Dated: _____

RFP Time Period: From _____ to _____

I _____ hereby certify that the complete and correct original SCA Daily Sign-Out Logs for the Contractor and its subcontractor(s) for the above referenced job and time period have been mailed to the following address:

**NYC School Construction Authority Labor Law Compliance
Post Office Box 1897
Long Island City, NY 11101-0897**

The Logs were separated by each Contractor and/or subcontractor and placed in date order. Photocopies of all Daily Sign-Out Logs that were mailed are being maintained and are available for inspection.

Officer's Signature **Date**
(Only an OFFICER of the firm may sign)

Subscribed and sworn to before me
this _____ day of _____, 20____.
Notary Public

Commission Expires

 ***A copy of this completed form must be included with the ORIGINAL Daily Sign-Out Logs sent to the P.O. Box.***