SUBCONTRACTOR LEDGER

Project-Based Payables & Retainage Tracking

DATE PREPARED

Project Name:

Subcontractor Name:

Project Number:

Contract / PO Number:

Scope of Work:

Retention Rate (%):

ORIGINAL CONTRACT VALUE
APPROVED CHANGES
TOTAL PAID TO DATE
REMAINING BALANCE

DATE	REFERENCE / PO / CO	DESCRIPTION	CONTRACT VALUE (±)	AMOUNT INVOICED	RETAINAGE HELD	AMOUNT PAID	REMAINING BALANCE

DATE	REFERENCE / PO / CO	DESCRIPTION	CONTRACT VALUE (±)	AMOUNT INVOICED	RETAINAGE HELD	AMOUNT PAID	REMAINING BALANCE
		Total:					

Prepared By (Project Manager / Accountant)

Date

Approved By (Authorized Signature)

Date