



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.***