

Request For Payment

Refer to Attachment B - Payment Provisions of the agreement for instructions of when and how to submit this form.

Request Date:

Grantee/Subrecipient/Contractor Name:

Grantee/Subrecipient/Contractor Address:

City/Town:

State:

Zip Code:

State Assigned Agreement #:

Agreement Title/Description:

Agreement Start Date:

Agreement End Date:

Invoice Information

Invoice #:

Final Invoice?

Have required Program reports been submitted?

Has the required financial report been submitted?

A. Maximum amount payable to Grantee/Subrecipient/Contractor:

B. Total payments previously received on agreement:

C. Remaining Agreement Balance (line A minus line B):

D. Total agreement expenditures in the financial report for the period of _____ to _____ :

E. Request Amount, determined as follows:

For requests submitted during the agreement term, request the amount in line D or line C, whichever is lower. A Request for Funding submitted with the final quarterly report may be for the amount in line C if the State had withheld funds earlier and the total YTD (year to date) allowable reported expenditures exhausted the maximum payable under the agreement.

Certification and Signature

The Grantee/Subrecipient/Contractor certifies that the requested amount has been spent on allowable activities and purposes in accordance with the agreement. The Grantee/Subrecipient/Contractor agrees to produce, upon request, the source documents upon which this Request for Payment is based.

Grantee/Subrecipient/Contractor Signature:

Job Title:

For State Use Only

The Child Development Division (CDD) Program Manager reviewed required reports submitted, assessed Grantee/Subrecipient/Contractor performance, and approves payment in the amount of:

Explanation if amount approved differs from amount required in line F:

10% of maximum payable is withheld until agreement term ends and final reports are approved; or

Other:

CDD Representative's Signature:

Job Title:

