

Payment Request INSTRUCTIONS

Before You Begin.....

Please read these instructions before submitting the first payment request. If you need further assistance or would like to make any comments, please contact anyone listed at the bottom of page 2.

Purpose of the Payment Request Form

We encourage submittal by EMAIL

The payment request form is used with each submission of invoices for reimbursement. Please remember to:

1. Photocopy the original payment request form and keep on file for future reimbursement requests.
2. Number the payment requests in sequence; a payment request can be several pages.
3. Enter each invoice separately, including the vendor's name, invoice date, invoice amount, date of check paid to the vendor and the check number. Please remember to use current charges only.
4. **Submit only one payment request per month for all invoices incurred** since the last payment request submitted to this office. The payment request can be several pages long.

How to Submit Invoices for Payment

Invoices are needed for backup documentation to the payment request form. The following are things to remember when submitting invoices for reimbursement:

1. Only current charges for the billing period on the actual invoices submitted to this office will be reimbursed. **LIST EVERY INVOICE**
2. Invoices must be paid in full by the municipality before submitting for reimbursement. Note: Private water systems may request 2-party checks if interim financing is not available.
3. Copies of invoices, including engineering services, must be submitted with the payment request.
4. **Statements, purchase orders, packing slips, etc. are NOT invoices, and will not be included in payment calculations.**

Signature of the Authorized Representative

The Authorized Representative named on the Application submitted to the Facilities Engineering Division (FED) is the ONLY person to sign the payment request form. In his/her absence, a majority of the members of the Selectboard, prudential committee, or other governing body, may sign the payment request form, but should, in the permanent absence of the

Authorized Representative, appoint another person as soon as possible. A copy of the minutes of the meeting making the change should be certified by the clerk and forwarded to the division with (or before) the next payment request submittal.

Notification of Address Change

If the address of the Authorized Representative, Treasurer or the Municipality needs to be changed during the duration of this project, please contact this office in writing at least 10 days in advance before the next payment request form submittal. Any address change should be sent to:

State of Vermont
Agency of Natural Resources
Dept. of Environmental Conservation
Facilities Engineering Division
National Life Building - MAIN 1
1 National Life Drive
Montpelier, Vermont **05620-3510**

Verification of Payment

Verification of payment for the most recently processed reimbursement request must be made before the next payment request will be processed.

Verification of payment must be provided for all costs submitted for reimbursement. This office requests canceled checks as that verification. Canceled checks do not need to accompany the invoice, but **must** be submitted with the next payment request **before** the request will be processed. Each canceled check copy must include **both** the front and the back of the check. If canceled check copies are not available, **both** a copy of the front side of the check before it is mailed **and** a copy of the bank statement showing the check has been processed by the bank are required.

What is Needed for an Audit

1. All invoices with verification of payment; and
2. All engineering agreements and amendments signed by all parties and approved by either Facilities Engineering Division.
3. Executed construction agreements, bid and change order documentation approved by FED.
4. Approval from the Facilities Engineering Division for all small purchases and force account work.

Note: If documentation has been provided during the course of the project, a duplicate copy will not be required for audit.

For your information, here is a listing of the personnel in the Financial Management Section (FMS) of the Facilities Engineering Division and their appropriate title and telephone number.

Name	Title	Telephone #
Julia.stone@vermont.gov	Financial Manager I	622-4149

Ashley.Lucht@vermont.gov
Thomas.Brown@vermont.gov
Robert.Fitch@vermont.gov
Terisa.Thomas@vermont.gov

DWSRF Program Lead
CWSRF Program Lead
WIFP Program Auditor
WIFP Program Manager

585-4904
622-4205