

PAYMENT REQUEST INSTRUCTIONS

1. **Project Number** – The number assigned by the State to this PROJECT.
2. **Contract Number** – As shown in Certification of Funding section of the GRANT CONTRACT.
3. **Employee Identification No.** – Federal Identification Number assigned by Internal Revenue Service.
4. **Grantee** – GRANTEE name as shown on the GRANT CONTRACT.
5. **Project Title** – Title of PROJECT for which payment is requested.
6. **Type of Payment** – Check the appropriate box:
 - **Reimbursement** – The GRANTEE has periodically spent funds to implement the PROJECT, and is requesting REIMBURSEMENT. Up to 80% of the GRANT amount may be reimbursed prior to PROJECT COMPLETION; or,
 - **Final** – The GRANTEE has completed the PROJECT, and is requesting the final payment.
7. **Payment Information:**
 - **Expenditures since last billing** – Enter TOTAL PROJECT COST funds expended to date, rounded off to the nearest whole dollar.
 - **Date Range of Expenditures since last billing** – Enter first and last dates that costs were incurred for this REIMBURSEMENT request.
 - **Rate of Reimbursement** – Enter the RATE OF REIMBURSEMENT located on the GRANT CONTRACT.
8. **Send Warrant To** – GRANTEE name, address and contact person
9. **Signature of person authorized in resolution.**