REQUEST FOR PAYMENT CHECKLIST

FY20 TCPP & SP

IAD cannot alter a notarized Request for Payment Form

I. Grantee Information:

Are the following correct:

Grantee Name (I.A)
Address (This where the warrant will be mailed) (I.B.)
Phone No. (I.C.)
Grant No. (I.D.)
Project Title (I.E.)
Grant Expiration Date (I.F.)
II. Payment Computation: Are the following correct: Grant Amount (II.A.)
N/A (II.B)

 For IAD Staff Use Only

 A. Review Request for Payment form and Checklist.

 B. Has the RFP form been properly completed? Accompanied by all applicable supporting documentation? Tie to itemized cover letter?

 Yes, approve at step C
 No, check NOT approved at step C

 C. Request for payment is:
 Approved

 NOT Approved, further information needed.

Approver Signature

Date

III. Fiscal Year Expenditure Period Ending:

□Payment Request No. (II.G.)

□Grant Balance (II.E)

Funds Requested to Date (II.C.)

□Amount Requested this Payment (II.D.)

🗆 Jan – June

 \Box N/A (II.F.)

🗆 July - Dec

Month when expenditure is invoiced

□ Fiscal Year Correct? This is the <u>State Fiscal Year</u> not Calendar year.

*Example: Any expenditures received after 7/1/2020 are considered State Fiscal Year 2021. If you are not sure, please call Kelly Barela-Rivera, Procurement and Contracts Specialist at 505-476-1623 or Drew Roybal-Chavez, CFO at 505-476-1612. **IV. Certification**:

Is the signature and date original? Grantee Fiscal Officer Grantee Representative IAD WILL NOT ACCEPT anyone signing for the Grantee Fiscal Officer or Grantee Representative

Is the notary date the same date as the Grantee Fiscal Officer/Grantee Representative signature dates? **Note:** These dates <u>CANNOT BE DIFFERENT</u> since these signatures are witnessed by the notary on the same day.

□ Grantee Fiscal Officer □ Grantee Representative

Original Notary signature is required and the Notary stamp shall be on each side of signatures.

IAD WILL NOT ACCEPT an RFP without an original signature, date and stamp/seal by the notary.

Grantee Fiscal Officer Grantee Representative

Supporting Documentation

□ **Itemized cover letter** is required to match exactly the amount being requested on the Request for Payment form.

Complete and detailed invoice *and/or* Professional/Contractual Service Fee form included? (if applicable)

- □ Copies of receipts or invoices for Project Materials purchased included. (if applicable)
- Documents detailing Travel (dates, total amount due, etc.) included. (if applicable)
- Documents such as invoices or receipts detailing Training and Other Costs included. (if applicable)
- □ Supporting IDC document (example: General Ledger printout) IDC is either 0 or 15%

A copy of the Final Report is included. (if this is a final payment)

Attach a copy of <u>completed checklist</u> to IAD with the Request for Payment Form.

Completed by (Print)

These documents are *required* to process the request for payment.