

Initial Request for Payment and Request for Reimbursement

You may make copies of this form as needed.

Initial Request for Payment Instructions

1. Upon execution of the contract, you may complete an initial **Request for Payment** form for an amount not to exceed \$25,000. If the total grant amount is less than or equal to \$31,250, no more than 80% of the ADFP funds can be requested at this time. Invoices or other types of billing documents showing expenditures for these funds should be submitted with year-end reports on the **Initial Payment Documentation** form.
2. Fill in the **Grantee**, **Project Number**, and **Contract Number** at the top of the page.
3. The **Project Start Date** and **End Date** should correspond with the dates of your contract.
4. **Request Number** will be "1" since this is an initial request.
5. **Type of Request** will be initial.
6. Enter the total amount being requested.
7. The grantee's finance representative (as indicated on the **Signature Card**) should sign this form. Please provide a contact number and email address for this representative in case there are any questions.

Request for Reimbursement Instructions

1. Requests for reimbursement may be made no more than once per month. These should be submitted by the 10th of the month.
2. Fill in the **Grantee**, **Project Number**, and **Contract Number** at the top of the page.
3. The **Project Start Date** and **End Date** should correspond with the dates of your contract.
4. The **Reporting Period Start Date** should start with the 1st of any given month and the **End Date** should include the last date of any given month. For example, a reporting period could be July 1, 2008 – July 31, 2008 or July 1, 2008 – August 31, 2008, if submitting bi-monthly requests.
5. **Request Number** is used to indicate whether this is the second, third, etc. request being made.
6. **Type of Request** will be a partial request unless you are submitting your final request for reimbursement.
7. In the **Summary of Expenditures** provide the following:
 - a) The budget item number in which expenditures have been made in the "Budget Item #" column. (*Budget Item numbers are listed on page 3 of the **General Instructions** as well as on the budget report.*)
 - b) The budget categories in which expenditures have been made in the "Budget Category" column. (*Budget categories are listed on page 3 of the **General Instructions** as well as on the budget report.*)
 - c) The "Expenditures" for each category listed.
 - d) The total expenditures for this request.
 - e) The total expenditures to date. This should be a cumulative figure.
 - f) List any **Cash** or **In-Kind** matching funds expended for this reporting period.
 - g) The grantee's finance representative (as indicated on the **Signature Card**) should sign this form. Please provide a contact number and email address for this representative in case there are any questions.