

## Request for Payment Checklist

*Before you can request payment of funds from your contract, you must have submitted the following to SBS:*

- Your organization's most recent Quarterly Report
- Your organization's up-to-date proof of insurance

### **To request payment:**

#### **Certified Financial Statement of Actual Expenditures:**

- Complete the Certified Financial Statement of Actual Expenditures electronically.
  - Include statements of your expenditures for every month of the contract (even if you had \$0 expenditures in a particular month).
- Recommended:** Send an electronic copy of your Certified Financial Statement of Actual Expenditures to your contract manager for review prior to submitting a hard copy.
- Print the form and send the signed and notarized Certified Financial Statement of Actual Expenditures to your contract manager.

#### **General Ledger:**

- Send a copy of your General Ledger to your contract manager.
- For contracts under \$25,000:  
Send a copy of all invoices, receipts, and supporting documentation for all OTPS expenses to your contract manager.

#### **Timesheets:**

- If you are requesting payment of contract funds for Personnel expenses:  
Complete and send signed timesheets for all payment months to your contract manager.