

Notes on Payment Requisition Form A

- 1. Submit this document to DDC as an Excel file.
- 2. **Pay Period From and To Dates** is the date the payment was cleared, thus you will enter the same date in each field. If the reimbursement request contains multiple invoices, then the pay period will be the latest payment cleared date.
- 3. **Payment Type** must be checked Final, as only one Reimbursement Request is allowed per award.
- 4. In the **Description** column, enter the type, make, model, and quantity of each item, based on the Schedule A Budget in the Funding Agreement (additional pages are provided). If a purchased item (e.g. HP Pavilion TP01-2255t Desktop Computer) differs from the budgeted item (e.g. Dell OptiPlex 7050), then enter the details of the purchased item and after that, in parenthesis within the same cell, enter the details of the budgeted item it replaced. See below for an example:

DESCRIPTION	TOTAL SCHEDULED VALUE*	ADJUSTED VALUE**
HP Pavilion TP01-2255t Desktop Computer Qty 50 (replaces Dell Optiplex 7050 Desktop Computer Qty 50)	\$62,500.00	\$60,000.00

- 5. Provide an explanation for the item change (e.g., discontinued model number/item), as per Note #4 above, on a separate email or memo. While the make and model of a purchased item may differ from the budget, the quantities cannot, unless you are ordering fewer items than what was stated on the budget.
- 6. The **Scheduled Value** is the dollar amount of each budgeted item from the Schedule A Budget Spreadsheet in the Funding Agreement.
- 7. The **Adjusted Value** is the dollar amount for each purchased item.
- 8. The **From Previous Applications** amount is left blank, as there will only be one reimbursement request per award.
- 9. The amount entered for the **This Period** column will be equal to the **Adjusted Value** for each item.
- 10. If the **Adjusted Value** total exceeds the **Award Amount**, the DDC Project Manager will make an adjustment to the **Adjusted Value** total, so that it equals the **Award Amount**.
- 11. The **Title of Award, Award Registration Number, FMS ID, Award Registration Date, & the Requisition No.** will be provided by the DDC Project Manager upon notification of registration.
- 12. This document is signed and dated by the DDC Project Manager.