

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

RECREATIONAL TRAILS PROGRAM

REIMBURSEMENT REQUEST CHECKLIST

- _____1. Be sure forms are complete and include a task number, element/task description, signed, and dated by the appropriate person.
- _____2. Under the header description list the items purchased, element/task description, and the task number as it relates to in the project agreement's work plan.
- _____3. Ensure that all expenditures were incurred between the effective date of, and the project completion date identified in the project agreement, with the exception of pre-agreement costs.
- _____4. Ensure that all expenditures incurred are related to the elements/tasks as identified in the project agreement's work plan.
- _____5. Submit FPS-A039 Actual Cost Contract Payment Request with all reimbursement requests and attach the appropriate cost schedules.
- _____6. All original documents in support of the project costs included in the payment requests should be retained in the grantee files.
- _____7. Enclose a completed verbal or written quote form stating the lowest rate to be used if Grantee Owned Equipment was used.
- _____8. Ensure that the cost schedule totals are correct. Include all invoice numbers as well as check numbers and dates.