

Checklist for Requesting Payment

Make sure the following items are included with your request for payment.

1. Completed Progress Report (**Exhibit A**)
 - ___ A. All tasks included in the request must show as 100% completed on the Progress Report.
 - ___ B. Exhibit A is signed and dated by the grant manager.

2. Completed Payment Summary Report (**Exhibit C**) first page.
 - ___ A. Only submit request for payment on categories that have been approved by DEP according to Attachment 3 of the executed agreement.
 - ___ B. Copies of all invoices received for purchases of goods/services must be included.
 - ___ C. Copies of executed agreements between the Grantee and all Sub-contractor(s) must be included.

3. Last and final payment request must include all the above listed items, PLUS the Final Report (**Exhibit F**).

- ___ 4. All final payment requests must be submitted within 45 days of the final deliverable due date.

- ___ 5. Grant contract number is in the subject line of all correspondence to DEP related to your agreement.