

## PROCEDURES FOR SUBMITTING PAYMENT REQUESTS

1. Submit one (1) original of the payment request, **Form RF-105**, with proper signatures. Also, attach two (2) complete sets of supporting documents (invoices, etc.) (See Attached Sample)
2. Submit a cover sheet/breakdown of expenses broken down by each line item. (See Attached Sample)
3. In the first column of the payment request, **Form RF-105**, under **Budget Amount** list each line item with the budget amount.
4. In the second column under **Amount Previously Paid** you will carry over the totals listed on the previous payment request under the last column **Totals. Please be sure to utilize any corrected/revised amounts from the last request, which have been done by our office.**
5. In the third column **Amount Requested** enter the amounts you are requesting on this payment.
6. The last column **Totals** will be the combined **Amount Previously Paid** and **Amount Requested** which is a cumulative amount reflecting all prior amounts paid. The **Totals** column amount must stay within the budgeted amount or a rebudget (**Form RF-107**) will need to be submitted and approved by DEQ before further payments can be processed. (See Attached Sample of Form RF-107, Rebudget.
7. In the case of multiple construction contracts, you will need to use a second page (**Form RF-105**) and use a separate column per construction contract with the name and number of the construction as the heading of the column. You will only reflect money requested for construction in these columns as shown on the sample.