**REQUEST FOR REIMBURSEMENT AND LOAN REBUDGET**

**Immediately upon opening the file, a warning may appear to inform the user that the file contains “active content”. You must “Enable Content” in order for the application to function properly. If Excel 2007 or older is being used, click the “Options” button that appears, select “Enable the Content”, then click OK. If Excel 2010 is being used, simply click the “Enable Content” button on the warning line.**

The forms are designed to be a bit more efficient and less error prone as the user is only allowed to select fields that require direct input of information. Fields that require mathematical calculations are automatically completed. Also, information that appears on more than one form will only need to be entered once. For example, the Loan Number and the Agency Interest Number (AIN) will be entered on the RF-105 and then will automatically appear on all subsequent forms as necessary. As such, in order for the forms to be filled out properly, the form RF-105 must be fully completed, including the “Budget Amount” column, prior to using any of the other forms.

Another feature of the new form is the occurrence of error messages should inconsistencies be detected; those messages are further detailed in their respective form’s section below.

Additionally, each page is equipped with command buttons to help the user properly save the document as a PDF, and to insert/delete rows as needed.

**RF-105 Payment Request**

The form has been slightly reformatted from the previous version and requests a couple additional pieces of information. All required fields are highlighted red and will remain red until completed.

A “Budget Amount” must be entered for each “Line Item Classification.” With the exception of ‘Construction’, you must also manually enter the “Previously Requested” and “Current Amount Requested” values for each “Line Item Classification.” The previous and current requested values of the ‘Construction’ line item are automatically transferred from the RF-105(a).

The RF-105 has only one command button; used to save the payment request, and its supporting pages, as a PDF formatted file. This allows the user to forward the request for signatures without the risk of information being changed by unauthorized persons.

* Clicking the red button at the bottom of the form will open a “Save As” box.
	+ The suggested file name is displayed in the following format:

*‘DEQ Loan Number’* Payment Request No. *‘Payment Request #’*

Ex: CS221234-01 Payment Request No. 5

* + The suggested file location is the same location as the saved, blank form.
	+ The created file will contain three pages; the RF-105, RF-105(a), and the Invoice Worksheet.

The file name and location can both be changed as the user sees fit.

The following error messages may appear if the form is incomplete or unacceptable in some manner.

 Error Messages:

* “REQUIRED INFORMATION IS MISSING”

This message will appear on Row 15 if a requested amount is entered and one or more of the following items is left blank: DEQ Loan Number, DEQ AIN, Payment Request #, Payment Type, Date Range of Request, or Recipient Community.

* “REBUDGET NECESSARY PRIOR TO SUBMITTING THIS REQUEST”

This message will appear on Row 24 if the “Total Amount Requested” exceeds the “Budget Amount” of any of the six line item classifications.

To correct this error, go to the RF-107 Rebudget worksheet to generate the appropriate rebudget. Save and print a copy of the rebudget for your records and submission to DEQ. Once the rebudget is saved, return to the RF-105 and correct the Budget Amount for each line item classification.

**RF-105(a) Construction Requests**

This form is a new requirement for any payment request that includes any request of construction funds, previous or current. All of the administrative information is automatically completed based on entries from the RF-105. Four columns must be completed:

* “Construction Project”, a simple clear project description;
* “Budget Amount”, this is the total amount of the project/contract and is not bound by the value of the loan;
* “Previously Requested”;
* “Current Amount Requested”;
* All ‘total’ values are automatically calculated.

There are three command buttons on this form. Due to certain functions and protections built in to the workbook, rows cannot be added or deleted using typical Excel methods. Using the appropriately titled button to perform each respective action will ensure the workbook functions properly. There is also a button to save the payment request from this form as well; it functions identically as to the save button on the RF-105.

The following error messages may appear if the form is incomplete or unacceptable in some manner.

 Error Messages:

* “REQUIRED INFORMATION IS MISSING”

This message appears on Row 10. To correct, simply return to the RF-105 and complete all of the required administrative information.

* “Project Amount Requested Exceeds Project Budget”

This message will appear on Row 15 if the “Total Amount Requested” exceeds the “Budget Amount” of any of the listed Construction Projects. While this may not necessarily indicate a rebudget is necessary, please review the project to ensure that all change orders have been submitted to the department then correct the construction project’s budget amount. If the total remaining funds in the Construction line item classification are insufficient to cover the requested amount(s), please complete an appropriate rebudget.

**Invoice Worksheet**

This page is completely voluntary and is intended to only be a tool that the user can employ to maintain an ongoing payment request. The “Budget Amount” and “Previously Requested” values are automatically completed from the values entered on the RF-105. The “Current Amount Requested” and “Total Amount Requested” are completed based on the entries in the Invoice Worksheet.

Simply fill out the “Invoice Type”, “Vendor”, “Invoice Number”, and “Amount” for each invoice that is to be included in the payment request. Based on the invoice type selected, the worksheet will add the invoice amount to the appropriate “Line Item Classification”. The user can then manually enter the calculated figures for the current amount requested on the RF-105, if they so choose.

This form also contains buttons to add and delete rows as necessary, which operate identically to those found on the RF-105(a).

**RF-107 Rebudget**

This form has also been reformatted from the previous version. With the exception of the “Rebudget Request #”, all of the administrative information is automatically transferred from the RF-105.

The “Current Budget Amount” is also transferred to the Rebudget Request form from the RF-105. As such, if a rebudget is necessary, the rebudget request form must be completed and saved, using the command button, prior to correcting the RF-105 with new budget amounts.

The “Save Rebudget as PDF” button will save a single page PDF file of the Rebudget Request which is more suitable for forwarding for signatures.

The following error messages may appear if the form is incomplete or unacceptable in some manner.

 Error Messages:

* “REQUIRED INFORMATION IS MISSING”

This message appears on Row 15. To correct, simply return to the RF-105 and complete all of the required administrative information.

* “INVALID REQUEST”

This message appears on Row 24 if the “Change Requested” column does not have a total sum of ‘0’.