

## **APPENDIX E DISBURSEMENT REQUEST INSTRUCTIONS**

**Important: A Vendor Approval Form must be submitted for each consultant, supplier or contractor before a pay request will be processed by the OPWC. Vendors must be registered with the State of Ohio. See [Chief Financial Officers Page](#) for more information.**

### **GENERAL INFORMATION**

Make several copies of the blank Appendix E for future disbursement requests. You may also create a form using your Project Agreement and the Excel Appendix E Template located on our website.

Each disbursement request must include:

1. "Appendix E" from your Project Agreement.
2. A copy of the invoice if the payment is to go to a contractor/vendor.
3. If reimbursement, proof of payment (copy of check, warrant or other appropriate evidence).
4. Documentation to support any in-kind expenses.

Disbursement Options:

1. The subdivision may forward invoices as they are received. The OPWC will pay a portion of each invoice based on the disbursement ratio and the subdivision will pay the balance of the invoice. Final reconciliation will be made at the time of the final disbursement request.
2. The subdivision may pay its entire required Participation Percentage prior to making any disbursement requests. Invoices must be submitted to the OPWC for a local share credit. From that point on, the OPWC will pay 100% of submitted invoices up to the maximum OPWC Participation Percentage based on final project costs.
3. The subdivision may pay each invoice in full and then request reimbursement based on the current participation ratio. Evidence of payment (invoices and copies of the associated checks/warrants) must be submitted with a completed Appendix E listing the subdivision as payee. The subdivision may also seek reimbursement or credit for in-kind contributions.

Regardless of which option is used, the subdivision must meet its required Participation Percentage based on the final project costs. Reconciliation will be made on the final disbursement request.

Please refer to your Project Agreement and the "Ohio Public Works Commission In-Kind Contributions, Local Match, and Prepaids Policies" handout for more detailed information.

Disbursement requests are processed as quickly as possible. If the Appendix E is completed properly and all required documentation is submitted, payment should be made to the payee (vendor) listed on the disbursement request within 15 business days. For those vendors on Electronic Funds Transfer (EFT), remittance information will be sent electronically to their bank account. For vendors not on EFT, a warrant will be issued by Ohio Shared Services and mailed directly to the vendor. Remittance information will be attached to the warrant. The individual named as the project "Chief Financial Officer" will receive confirmation of payment in the month following the month of payment.

### **COMPLETING THE APPENDIX E – PAGE 1**

#### **Disbursement Request Number**

If this is the first disbursement request, enter a "1"; if this is the second disbursement request, enter a "2", etc.

### **Expenditures Progress**

- **Column 1** (As Per Agreement) This column was completed based on the application and original cost estimate.
- **Column 2** (Paid Prior to This Draw) This column will show all costs reported on previous disbursement requests. (Column 4 of the previous disbursement request.)
- **Column 3** (As Part of This Draw) The total amount of all invoices to be paid must be listed in the appropriate cost category. Also include subdivision expenses such as prepaids or in-kind contributions.
- **Column 4** (Paid to Date) Total across columns 2 and 3. By comparing this column to column 1 it can be seen how the project costs to date compare with the original budget. The numbers in this column will be put in column 2 on the next disbursement request.

NOTE: Line F "Contingencies" is intended only for unforeseen construction expenses.

### **Financing Progress**

- **Column 1** (As Per Agreement) This column was completed based on the application and original cost estimate.
- **Column 2** (Used Prior to This Draw) This column will show all costs reported on previous disbursement requests. (Column 4 of the previous disbursement request.)
- **Column 3** (As Part of This Draw) This column will show how much of the current invoices and/or subdivision expenses listed in column 3 of the Expenditures Progress section above the OPWC will pay and how much the subdivision will pay.
- **Column 4** (Used to Date) Total across columns 2 and 3. The numbers in this column will be put in column 2 on the next disbursement request.

***NOTE: The total for each column in the Expenditures Progress section should equal the total for the same column in the Financing Progress section.***

### **COMPLETING PAGE 2**

Fill in the disbursement number.

If the request is the first and only or the final indicate by responding YES.

The Project Manager supplies an estimated percentage of completion under the Project Manager Certification.

All authorized signatories must sign, and changes to these project officials must be submitted in writing.

### **COMPLETING PAGE 3**

Fill in the disbursement number.

List the full name and address of the contractor/vendor (or Subdivision) to be paid directly by the OPWC. More than one payee may be identified for payment. List only the actual amount to be paid by the OPWC, not the invoice total. The total payments listed on Page 3 should be the same as the amount listed on Page 1, Line H, Column 3.

Include the Federal Tax ID number for each Payee. Any changes in name or Federal Tax ID must be properly completed and submitted on a W-9.

### **SUBMISSION**

The request may be emailed to the appropriate program representative if 20 pages or less. Otherwise, mail the completed/signed Appendix E with cost documentation to: The Ohio Public Works Commission, 65 East State Street, Suite 312, Columbus, OH 43215