

## CHECKLIST

### For Completing 319 NPS Application for Reimbursement

#### Sponsor Information

- \_\_\_\_\_ **319 NPS Application for Reimbursement** is the current one
- \_\_\_\_\_ **Project Title, Document#, Vendor#, Grantee** exactly match Grant Agreement.
- \_\_\_\_\_ **Point of Contact** is the appropriate person to answer questions about the reimbursement request.
- \_\_\_\_\_ **Invoice Period** matches Status Report, and accurately reflects the span of time when costs were incurred.

#### Expenditures and Match

- \_\_\_\_\_ Costs incurred are listed in detail under the appropriate category on the Reimbursement form.
- \_\_\_\_\_ Mileage rate is current. (*for current rates, go to [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)* )
- \_\_\_\_\_ Contractor name, address and EIN have been provided to DEP (for **Contractual** and **Construction** categories).
- \_\_\_\_\_ Math is correct and figures are rounded to the nearest cent (not dollar).
- \_\_\_\_\_ Costs are consistent with budget balances, or a budget revision has already been submitted to Project Advisor.
- \_\_\_\_\_ **Subtotal** for each category is the amount that should be reduced from the corresponding category in your Budget.
- \_\_\_\_\_ Unclaimed portion of expenditures are listed under the corresponding Match Contribution category.
- \_\_\_\_\_ Backup documents are organized by budget category and support expenditures exactly.

#### Finalizing the Reimbursement Request

- \_\_\_\_\_ Application form has been signed and dated.
- \_\_\_\_\_ Progress Report, attachments and Supplemental Sheet are included.
- \_\_\_\_\_ **Invoice Date:** Date of signature
- \_\_\_\_\_ **Invoice No:** Last 5 digits of the document number, dash, the N<sup>th</sup> invoice being submitted (ex. 12345-9).
- \_\_\_\_\_ **Invoice Amount:** Same as **Amount of Reimbursement** in the **Expenditures** block
- \_\_\_\_\_ Mail a copy of the Application for Reimbursement plus backup to the Watershed Support Section in DEP Central Office

**NOTE: 10% of grant funds will be withheld until the final reimbursement request and final report have been submitted. Advanced funding (Working Capital) will be subtracted from the final requested amount before determining the final payment amount.**

For clarification and/or solutions to your invoicing issues, contact your DEP Central Office Project Officer

The supplier call center provides a “one-stop shop” for all inquiries related to conducting business with the Commonwealth:

- **Local Phone Number: 717-346-2676**
- **Toll-Free Number: 877-HELP-363 or 877-435-7363**

If your vendor number begins with a 1,2,3 or 4, any changes to your vendor information, such as bank account information or address changes must be completed by visiting the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). You may not use the PEPP form for any changes or updates. Vendors whose SAP Vendor number begins with a 6 or 7 must use the PEPP form for any changes or updates.

Grants can obtain their Bank Partner Type one of two ways:

1. Call the VDMU at 1-877-435-7363. Have the FEIN/VID and the bank account number.
2. Email the VDMU at [RA-psc\\_supplier\\_requests@pa.gov](mailto:RA-psc_supplier_requests@pa.gov) and provide the FEIN/VID and the last 3 digits of the bank account.

To check the status of an invoice via internet, go to [www.budget.state.pa.us](http://www.budget.state.pa.us), click on “Vendor Services” on the left navigation bar and follow the instructions.