INDIANA BROWNFIELDS PROGRAM - DISBURSEMENT REQUEST FORM

Instructions: This Disbursement Request Form is to be typed and completed by the Financial Assistance Agreement Recipient for each payment request.

• The Disbursement Request Form is to be used for all eligible costs associated with the Financial Assistance Agreement Recipient's brownfields redevelopment project.

• Attach a copy of the claim (a bill, invoice or a statement) supporting this Request.

• Requested amounts must be rounded to the nearest whole dollar.

• Attach the Program change order approval if any part of the current claim is a result of a change order.

1a. Brownfield Program Site#: ____________________ 1.b. Funding Type: ____________________

2. Project Name: ________________________________________________________________

3. Financial Assistance Recipient: ________________________________________________

4. Contact Person: ______________________________________________________________

5. Phone#: ( )

6. Email: ________________________________

7. Recipient's Authorized Representative: __________________________________________

8. Authorized Representative's Phone#: ( )

9. Consultant: _________________________________________________________________

10. Contact Person: _____________________________________________________________

11. Phone#: ( )

12. Email: ________________________________

13. Invoice#: ________________________________

14. Description of work for which claim is being made (service, fees, type of, etc.):

______________________________________________________________________________

15. Amount of this Request: $ ____________________________

16. Original Financial Assistance Amount: $ ____________________________

17. Total Amount of Approved Change Orders: $ ____________________________

18. Revised Project Budget: $ ____________________________

19. Total Amount of Previous Disbursements: $ ____________________________

20. Balance Available after this Disbursement: $ ____________________________

21. Is any part of this claim a result of a change order? YES _____ NO _____

*If yes, please attach the Program change order approval

22. Do you want payment mailed directly to the consultant? YES _____ NO _____

*If yes, payment will be sent directly to the consultant listed in #9 above

23. Payment/Wiring Instructions (for the entity receiving payment)

23a. Bank Name: ________________________________________________________________

23b. Bank Contact, Phone#: ______________________________________________________

23c. Account Number: __________________________________________________________

23d. Routing Number: __________________________________________________________

The undersigned hereby certifies that this Request is true and correct, that the claim underlying this Request is due in accordance with the Recipient's Financial Assistance Agreement with the Authority, and that the services contained in such claim were procured in accordance with Indiana's public bidding laws and federal cross-cutting requirements (e.g., Davis-Bacon), if applicable.

AUTHORIZED REPRESENTATIVE SIGNATURE ____________________________ Date ____________________________

Revised August 2018