

FY23 Payment Request Instructions

- Payment requests are processed and sent for payment 2x/month (the 2nd and 16th).
 - Requests received on or before the 1st will be processed on the 2nd.
 - Requests received on or before the 15th will be processed on the 16th.
 - Sponsors are encouraged to submit requests 3-5 days before processing to ensure requests are accurate.
 - Expect to receive payment 7-10 days following processing.
- When you are ready to submit a payment request download the Payment Request Itemized Expenses workbook (linked below). Make sure you are using a new workbook with each request and are using one that reflects the number of projects you were awarded funds for.
- Read all instructions on the first worksheet/tab

PAYMENT REQUEST SUBMISSION INSTRUCTIONS
PLEASE READ BEFORE COMPLETING PAYMENT REQUEST

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 - Requests received on or before the 1st will be processed on the 2nd.
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 - Sponsors are encouraged to submit requests 3-5 days before processing to ensure requests are accurate.
 - Expect to receive payment 7-10 days following processing.
- *Complete all worksheets/tabs with necessary information.
 - *Note that the "Total" worksheet will pull amounts based on data entered in the following worksheets... **please DO NOT enter amounts on this worksheet.**
 - Complete the worksheet below for each project you are requesting funding for with this current payment request.
 - Add rows if needed.
 - Only list expenses for the current payment request, do not include past (already reimbursed) or future expenses.**
- *List Organization name on the "Total" worksheet
- *List Project names (as listed on the Post Award Follow Up form) on each worksheet.
 - Payment requests missing organization name and/or project names will not be processed and will need to be resubmitted.
- *List expenses in order by project on the corresponding worksheets.
 - If you are not submitting any expenses for a particular project leave the corresponding worksheet blank.
- ***Please DO NOT add new worksheets, delete worksheets or modify the formulas.**
- *Once the entire workbook/file is completed save in a convenient location.
- *Organize receipts and invoices that correspond with each itemized expenses listed as a consolidated PDF. DO NOT upload receipts individually.
 - When organizing and submitting supporting receipts and invoices please ensure they are organized in the same order as they are listed in table below and in chronological order starting with Project 1.
 - Receipts or invoices received out of order will not be processed and will be sent back to the Sponsor to be re-organized.**
- *Once worksheet is complete and saved, and receipts are organized and save into 1 PDF email both files to bsresorttax@bill.com.
- *You will receive notification once your payment request has been processed.
 - You will be notified if changes need to be made or any documentation is missing.
 - If the request is good for processing, you will receive confirmation and remaining balances for each project award will be provided.
- *Repeat these steps for each payment request submission.
 - Please complete a new workbook with each payment request.**

WORKBOOKS BY NUMBER OF PROJECTS

- [1 Project](#)
- [2 Projects](#)
- [3 Projects](#)
- [4 Projects](#)
- [5 Projects](#)
- [6 Projects](#)
- [7 Projects](#)
- [8 Projects](#)

- On the “Total” worksheet enter your organization name and the date of submission.
 - If a payment request is received without an organization name it will not be processed and will be returned to the sponsor to be filled in correctly.
- Note that the “Total” worksheet will pull amounts based on data entered in the following worksheets... *please DO NOT enter amounts on this worksheet.*

The screenshot shows an Excel spreadsheet with the following content:

Organization Name: Sidewalks for All			
Date of Submission: 7/8/21			
	Amount Requested:		
Project 1	\$	-	
Project 2	\$	-	
Total Request Amount:	\$	-	

- List your expenses on the corresponding worksheets for each project you are requesting funds for. If you are not submitting any expenses for a particular project leave the corresponding worksheet blank.

