FY24 PAYMENT REQUESTS

- Funding is awarded and reimbursed on a project-by-project basis.
- Payment requests (funding) are on an expense reimbursement basis, and documentation for all expenses must be provided with payment requests.
- Payment requests may be reimbursed beginning on July 15, 2023, so long as a contract is signed, and contract contingencies (as applicable) have been met.
- Reimbursements submitted must align with the line-item project budget provided by the Sponsor in the application process.
- Payment requests must be submitted by the organization that was awarded funding.
 - Funds must be deposited into a bank account associated with the awarded organization.
 - Unspent funds shall not be disbursed to the Sponsor but shall be retained by the District and reallocated for other purposes at the sole discretion of the District.
 - The District shall not be obligated to re-award unspent funds from the prior year.
- 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.

INSTRUCTIONS

- When you are ready to submit a payment request download the Payment Request Itemized Expenses Workbook (linked below). Use a new workbook with each request and use a workbook that reflects the number of projects you were awarded funds.
- Read all instructions and look at the example on the first worksheets prior to submission.

Workbooks by Number of Project

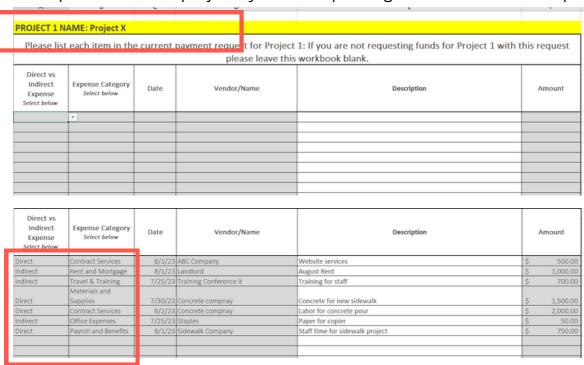
- <u>1 Project</u>
- <u>4 Projects</u>
- 7 Projects

- <u>2 Projects</u>
- <u>5 Projects</u>
- 8 Projects

- <u>3 Projects</u>
- 6 Projects
- On the "Total" worksheet enter your organization name AND the date of submission.
 - Note that the "Total" worksheet will pull amounts based on the data entered in the following worksheets... please DO NOT enter amounts on the "Total" worksheet.

	Please read instructions prior to completion.					
Г	Organization Name: Org ABC					
	Date of Submission: 8/12/23					
	Amount Requ		ested:			
	Project 1	\$	-			
	Project 2	\$	-			
	Project 3	\$	-			
	Project 4	\$	-			
	Total Request Amount:	\$	-			

- Provide 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.
- Enter the Project Name for Project 1 as the 1st project provided on your application.
- Expense by expense:
 - Select (using the drop downs in columns a & b) Direct or Indirect and then the Expense Category. Please ensure the selection match the detail provided on the project budget submitted with your original application.
 - o Provide the details requested in columns c-f
- List all expenses included in this request in the order the supporting documentation is organized.
- Repeat steps above for all projects you are requesting funds for with this request.



- Save the workbook in an accessible location.
- Scan or organize all receipts/invoices that correspond with EACH itemized expense listed in the workbook as a consolidated PDF.
 - Make receipts are in the order they appear on the workbook starting with Project 1.
 - DO NOT upload receipts individually... please combine them into 1 file.
- Once the workbook and pdf have been saved, email both files to bsresorttax@bill.com.
 - If possible save all the application pages of the workbook as a pdf and combine both files into ONE pdf.
- You will be notified within 3-5 business days that your request has been processed.
 - You will be alerted if changes need to be made or if any documentation is missing.
 - If the request is good for processing you will receive confirmation and the remaining balances for each project will be provided.
 - Contact Jenny if you do not receive notification within 5 business days of submission.
- Repeat all steps for EACH payment request submission. PLEASE COMPLETE A NEW WORKBOOK WITH EACH PAYMENT REQUEST.
- Please only submit ONE payment request per processing date.
 - For example please only submit one request between August 2 and 15. Hold off on submitting a 2nd request until August 17.
- · Contact Jenny with any questions or concerns.