

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 once 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 worksheet prior to submission.

Workbooks by Number of Project

- [1 Project](#)
- [2 Projects](#)
- [3 Projects](#)
- [4 Projects](#)
- [5 Projects](#)
- [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.	
Organization Name: Testing Organization	
Date of Submission: 8/4/24	
	Amount Requested:
Project 1	\$ -
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.**
 - 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.

PROJECT 1 NAME: Project X					
Please list each item in the current payment request for Project 1: If you are not requesting funds for Project 1 with this request please leave this workbook blank.					
Direct vs Indirect Expense <i>Select below</i>	Expense Category <i>Select below</i>	Date	Vendor/Name	Description	Amount

Direct vs Indirect Expense <i>Select below</i>	Expense Category <i>Select below</i>	Date	Vendor/Name	Description	Amount
Direct	Contract Services	8/1/24	BC Company	Website services	\$ 500.00
Indirect	Rent and Mortgage	8/1/24	landlord	August Rent	\$ 1,000.00
Indirect	Travel & Training	7/25/24	training Conference X	Training for staff	\$ 700.00
	Materials and Supplies	7/30/24	concrete compnay	Concrete for new sidewalk	\$ 1,500.00
Direct	Contract Services	8/2/24	concrete compnay	Labor for concrete pour	\$ 2,000.00
Indirect	Office Expenses	7/25/24	copies	Paper for copier	\$ 50.00
Direct	Payroll and Benefits	8/1/24	sidewalk Company	Staff time for sidewalk project	\$ 750.00

- 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 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.