

NCDA&CS
 Research Stations
 Bioenergy Research Initiative Grant Program

Request for Payment and Request for Reimbursement

I. Project Information:

Date of Report:		
Grantee:		
Project Title:		
Tax ID Number:	Project Start & End Dates:	
Reporting Period Start Date:	Reporting Period End Date:	
Contract Number:	Request Number:	
Type of Request (check one) <input type="checkbox"/> Initial <input type="checkbox"/> Partial <input type="checkbox"/> Final		

II. Request for Advance Payment:

Grantees may request no more than 80% of the total grant amount for initial payment. As part of the year-end documentation, grantees will be required to submit copies of invoices or other types of billing documents showing expenditures for these funds along with an Initial Payment Documentation Form.

Amount Requested for Advance Payment: \$

Key Purpose or Planned Use of Advance:

III. Summary of Advances and Expenditures (Attach copies of invoices or other types of billing documentation)

*Use form REQUEST for REIMBURSEMENT – ADDENDUM to recap funds used.

Date	\$ Advances	\$ Reimbursements	Totals	
			Total Advances to date:	\$
			Total Expenditures to date:	\$
			Matching Funds Expended to date:	\$
			Interest Income to date:	\$
			Program Income to date:	\$
			Attach copies of form if additional space needed.	

IV. Signature:

Certification: I certify that this information is correct and based on generally accepted accounting standards and principles. The above expenditures are based on actual payments of record for the purpose of and in accordance with the terms of the grant contract. The funds requested are for reimbursement of costs during the time period indicated and do not duplicate a previous request. The documentation will be retained in our files for future audits.

Authorized Representative Information	
Name:	Telephone Number:
Title:	Email Address:
Signature of Authorized Representative:	Date:

For Bioenergy Program Use Only:

Approval for Payment by Program Office:	Approval for Payment by Bioenergy Finance Office:
Date:	Date: