

## INSTRUCTIONS FOR "REQUEST FOR PAYMENT FORM"

In order to process a Request for Payment, you must fill out sections I, II and III of this form.

### Section I – COAL BOARD Recipient Information:

1. MDOC/COAL BOARD CONTRACT NUMBER. Enter the MDOC/COAL BOARD contract number of the COAL BOARD grant.
2. DRAWDOWN NUMBER. Number consecutively beginning with "1" for the initial request. Enter the appropriate number **and** the word "FINAL" for the final request.
3. TOTAL AMOUNT REQUESTED. Enter the total amount requested. \ Must be the same as Line 5 of Column C of Section II.
4. NAME AND ADDRESS OF COAL BOARD RECIPIENT. Enter the COAL BOARD recipient's mailing address exactly the same as shown on the Designation of Depository Form.
5. MAKE DEPOSIT PAYABLE TO: Enter the COAL BOARD recipient's name, the account and ABA (routing) numbers where indicated, and the name and address of the bank as shown on the Designation of Depository Form.

**Section II - Financial Information:** Lines 1 through 5 must be completed. Lines 1 through 5 relate to COAL BOARD funds only.

1. COLUMN A. Enter the amount budgeted for lines 1 and 3.
2. COLUMN B. Enter the amount expended prior to this draw for lines 1 and 3.
3. COLUMN C. Enter the amount requested for this draw for lines 1 and 3.
4. COLUMN D. Enter the amount remaining after this draw for lines 1 and 3.
5. PERCENT. Enter the calculated percentages as indicated for lines 2 and 4 as appropriate for the approved budget and subsequent expenditures.
6. COAL BOARD TOTALS. Total columns A through D on line 5.
7. REMARKS. Use this space to clarify information.

### Section III - Local Approval

**Two original authorized signatures from the COAL BOARD recipient are required, along with the date signed and titles of the officials.** These signatures must be exactly as shown on the Signature Certification Form. **Photocopied signatures are not acceptable.**

### Section IV - MDOC Approval

Leave blank. This section is for MDOC comment and approval only.

Type the information for MDOC/COAL BOARD Contract Number, Name and Address of COAL BOARD Recipient, "Make Deposit Payable To", and Column A of Section II on this master form. **Submit the signed "original" of the drawdown request, retaining a copy for your files.**