



# Request for Payment Summary

Submit with RFP to:  
[strap.reimbursement@ncagr.gov](mailto:strap.reimbursement@ncagr.gov)

## Checklist

- Request for Payment Form
  - Signed by Inspector
  - Signed by Grantee staff submitting form

Invoice from Contractor: The following needs to be included on each invoice submitted:

- Stream Segment(s)- segment name on invoice should match name on Scope of Work
- How many linear feet of work were completed
- Contractor name and contact information
- Date
- Organization being billed by Contractor

Receipts/invoices/or other documents for administrative costs

Please list all attached documents below

### Construction/Engineering Invoices

Invoice Number	Contractor Name	Linear Feet	Invoice Total
<b>Total Construction Cost</b>			

### Administrative Expenses Receipts/Invoices/Documents

Date	Document Name	Taxes	Amount
<b>Total Administrative Reimbursement</b>			
<b>Total Reimbursement Request</b>			