

DIRECT DISBURSEMENT/REIMBURSEMENT REQUEST AND PROGRESS REPORT

Instructions:

Provide a summary of the accomplishments with respect to objectives, degree of completion based on the Project application, and any problems encountered. Attach relevant procurement documentation, such as an itemized bill, receipt, invoice, time card along with proof of payment, such as a credit card receipt, cancelled check, and/or other documentation to substantiate compensation as deemed acceptable by the NEORSD.

Project Information:

Funding Program: _____

Fund Recipient: _____

Project Title: _____

Funding Request Amount: _____

Authorized Signature

I certify that the information in this Progress Report is accurate and reflects current status of the Project. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.

Name (print or type): _____

Title: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Date: _____

For District Use Only:

PO:

Budget Year:

Receipt:

Sent to Finance:

Ck#/Date Paid:



Northeast Ohio Regional Sewer District

1) Summarize progress and/or accomplishments since the last report as related to the project implementation schedule. (500 word maximum)

2) Summarize any difficulties and/or delays encountered during this reporting period. (500 word maximum)

3) Anticipated next steps with timeline. (500 word maximum)

Expenditure Worksheet

Instructions: Record all expenses on the Expenditure Worksheet below. All applicable documentation that supports the entries below **MUST** be specifically highlighted within the supporting documentation and included in your submission (i.e., itemized bill, receipt, invoice, and time-card, as well as proof of payment, such as a credit card receipt, canceled check, etc.).

Project Title

Invoice #	Vendor	Invoice Total	Funding Request
1234	ABE Excavating	\$1,500.00	\$300.00
5678	Daly Sandstone	\$325.00	\$325.00

Invoice #	Vendor	Invoice Total	Funding Request
Total Funding Requested*			

*Total must match Funding Request on cover

IMPORTANT: All funding requests must be submitted as a single pdf document, multiple pages will not be accepted.