

Verification Form

Please read and initial each statement below to verify your understanding of the requirements.

KJ 1) The funds (when funding is available) will be sent to your general account that ties to the vendor number supplied to our office through Paymode.

KJ 2) A separate bank account will have to be opened and you are responsible to transfer the funds to the new bank account. This transfer needs to happen as soon as you receive the funding. This account is only for the funds in SB2468. No other funds can be in this account (even if you have received prior funding for the same project).

KJ 3) Quarterly reports are due to the Bond Advisory Division thirty (30) days after each quarter end.

1st quarter – January – March Report due by April 30

2nd quarter – April – June Report due by July 30

3rd quarter – July – September Report due by October 30

4th quarter – October – December Report due by January 30

KJ 4) Bank Statements (from each month of the quarter) and invoices (when there are expenditures) are to be sent with the quarterly report.

KJ 5) Quarterly reports are to be completed even if there were no expenditures for the quarter.

KJ 6) **Bank fees cannot be paid with funds.** Please confirm that no fees will be charged by your bank when the new bank account is opened. If the bank happens to charge fees in error, the bank will have to refund the fees or you will be responsible to pay those fees. This has been a problem with previous funding.