



**Oregon State Marine Board  
and Oregon Dept. of Fish & Wildlife  
Cooperative Project Reimbursement Form**

<b>Recipient Name:</b>		<b>OSMB Grant No:</b>	
<b>Project Name:</b>		<b>ODFW Identifier:</b>	
<b>Billing Period (mm/yyyy) from:</b>		<b>to:</b>	
<b>Percent of work complete or materials stored:</b>		<b>Partial Payment:</b>	<b>Final Payment:</b>

<b>PROJECT FUNDING ~ IN-KIND FUNDS (soft funds) <i>NOT eligible for Reimbursement</i></b>			
CATEGORY	CURRENT COSTS	PREVIOUSLY INCURRED	TOTAL COSTS TO DATE
Administration	\$	\$	\$
Force Account Labor/Materials	\$	\$	\$
Force Account Equipment	\$	\$	\$
Force Account Inspection	\$	\$	\$
Force Account Permits	\$	\$	\$
Other: _____	\$	\$	\$
<b>TOTAL IN-KIND FUNDS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>PROJECT CONSTRUCTION COSTS ~ CASH FUNDS <i>(All funding parties) Eligible for Reimbursement</i></b>			
CATEGORY	CURRENT COSTS	PREVIOUSLY INCURRED	TOTAL COSTS TO DATE
Property Acquisition	\$	\$	\$
Construction Contract	\$	\$	\$
Material/Equipment	\$	\$	\$
Consultant Contract	\$	\$	\$
<b>TOTAL CONSTRUCTION COST</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Less Recipient Cash Match	\$	\$	\$
Less Other Cash Match	\$	\$	\$
Amount Due from ODFW	\$	\$	\$
Amount Due from OSMB	\$	\$	\$

**Certification:** I certify that this is a true and correct statement of all expenditures and that appropriate billing documentation to support this statement is available for inspection in the recipient's fiscal records. I further understand that payment will be withheld until all documentation is provided.

<b>Print/Type Name:</b>	_____
<b>Title:</b>	_____

<b>Signature - Authorized Official:</b>	_____
<b>Date:</b>	_____

Recipient Name:		OSMB Grant No:	
Project Name:		ODFW Identifier:	

To process cooperatively funded projects please follow these instructions:

1. Send all required billing information to the Marine Board. The Marine Board will review, approve and reimburse the applicant according to the Facility Grant Agreement.
2. The Marine Board will then send a complete copy of all documents to the Dept. of Fish and Wildlife for their review and reimbursement.
3. The Dept. of Fish and Wildlife will NOT make any reimbursement until the Marine Board has reviewed and reimbursed the recipient their eligible approved amount.

**Required Partial Payment Reimbursement Request Documentation:**

- Contractor Request for Payment Form
- Recipient Approval of Contractor's Request
- Cancelled check or transaction demonstrating that this is a reimbursement
- AND/OR**
- Purchase Order
- Materials and Supplies Invoices

**Required Final Payment Reimbursement Request Documentation:**

- Photos - Minimum of 2 before and after completi
- Final Contractor Request for Payment Form
- Release of Liens and Claims Form
- Final Inspection
- Cancelled check or transaction demonstrating that this is a reimbursement
- AND/OR**
- Purchase Order
- Materials and Supplies Invoices

FOR OSMB USE ONLY	Amount: \$	Date:	Approved by: Wayne Shuyler, Facilities Manager INITIALS:
	Payment Method:	Date Payment Forwarded to ODFW for Processing:	

FOR ODFW USE ONLY	Amount: \$	Date:	Approved by:
	Payment Method:	Reversion:	