

Pay Requisition Checklist

For State Revolving Fund Loan Recipients



Pay requests are sent to cdphe_grantsandloans@state.co.us with a copy recipient to the project manager.

Loan recipients are encouraged to submit pay requisitions once a month.

Pay requisitions include the following:

- ✓ A cover letter summarizing the pay request, invoicing, and progress of the project.
- ✓ Requests are made on *Exhibit G - Form of Requisition*, which is included in the loan agreement. The form must be signed by designated authority with an estimate of total project completion percentage.
- ✓ General ledger outlining expense categories, funding sources, and remaining balances.
- ✓ Invoices.
- ✓ American Iron and Steel Certifications and Tracking Sheet are to be included with associated equipment purchases.
- ✓ Davis Bacon Certifications with each associated construction pay application.