

## CPL Payment Request Checklist

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### For all payment requests, the grantee must submit the following:

A completed Conservation Partners Legacy Grant Payment Request Form (please be sure to complete the top half of the first page and following sections)

Copies of all payable invoices compiled into one pdf document with each invoice showing:

Name and address of the vendor

Name of invoice recipient and organization (grantee/grantee organization)

Date of purchase or work

Specific site where work was done or materials will be used

Quantity of items or work purchased

Copies of match invoices and all in-kind match records compiled into one pdf document

Proof of payment of vendor (cancelled check or bank statement)

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<b>Are you requesting over \$50,000 or have more than 5 invoices in this payment request?</b>	Yes	No
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If yes, the item below is required

Reimbursement Worksheet

<b>Is this your first payment request?</b>	Yes	No
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If yes, the item below is required

Ecological Restoration and Management Plan

<b>Is this your final payment request?</b>	Yes	No
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If yes, the item below is required

CPL Final Accomplishment Report Form

**Please read the Payment Manual for more information or contact CPL staff for assistance. The Payment Manual and all required forms can be found on the [CPL Grantee Information Page](#).**