

CPL Payment Request Document Checklist

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

- A completed Conservation Partners Legacy Grant Payment Request Form (be sure to complete top half of first page and all following sections)
- Copy of all payable invoices showing:
 - Name and address of the vendor
 - Name of invoice recipient and organization (grantee/ grantee organization)
 - Date of purchase or work
 - Specific site (WMA, WPA, landowner name, etc.) where work was done or where materials will be used
 - Quantity of item(s) or work purchased
 - Description of item(s) or work purchased
 - Unit price
 - Total amount of each line item
- Copies of invoices where match was spent (to-date)
- Copies of all in-kind match records (to-date)
- Proof of payment of vendor (cancelled check or bank statement)- if approved for Services Rendered, proof of payment must be submitted within 45 days of payment by State

First Payment Request? Yes No (circle one; if yes, the applicable form(s) is/ are required)

- Ecological Restoration and Management Plan- Enhancement
- Ecological Restoration and Management Plan- Restoration
- Ecological Restoration and Management Plan- Acquisition

Final Payment Request? Yes No (circle one; if yes, this form is required)

- CPL Grant 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 at the CPL [Grantee Information Page](#).