Payment Request

For a small project, a pre-filled A-19 invoice voucher will be sent to you. Simply have the applicant agent or alternate sign the form under Vendor Certification and mail it back.

For a large project, a request letter and spreadsheet needs to be sent with the signed A-19.

This form needs an original signed and dated by the applicant agent or alternate.

Verify that your TIN and address are correct.

A small project will have the amounts pre-filled.

You can leave the amounts blank on a large project as we will calculate eligible costs and 10% retainage.
Example Large Payment Request Letter

May 25, 2007

Mr. Gerard Urbas
Washington Military Department
Emergency Management Division
MS: TA-20 Building 20-B
Camp Murray, Washington  98430-5122

RE:  State No.  D10-???
     Disaster No. 18XX-DR-WA
     FEMA No.  033-U3SLQ-00

Dear Mr. Urbas:

Please accept this letter in request for payment on the Applicant’s Project Worksheet #336. The Applicant is requesting payment for the amount of $??????? as the work outlined in the project worksheet is ??% complete. Enclosed is a summary of the costs for work complete to date.

Sincerely,

[Applicant Agent Name]
[Applicant Agent Title]
[Agency]

Amount of request should include Federal, State, and Local Shares. It usually matches your spreadsheet documenting costs.

The applicant agent or alternate must sign the letter.
### Example of Spreadsheet Documenting Costs

**Example of a Large project Worksheet Documentation Spreadsheet**

City of Disasterville  
Contract No.: D10-??  
Project Worksheet No. 965

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Contractor</th>
<th>Services For</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/2007</td>
<td>W.G.E.P.</td>
<td>Materials</td>
<td>$90.00</td>
</tr>
<tr>
<td>4/3/2007</td>
<td>Queen Pump company</td>
<td>Materials</td>
<td>$20,809.63</td>
</tr>
<tr>
<td>2/12/07 - 3/1/07</td>
<td>CH2M Hill</td>
<td>Engineering Services</td>
<td>$33,772.00</td>
</tr>
<tr>
<td>3/2/07 - 3/29/07</td>
<td>CH2M Hill</td>
<td>Engineering Services</td>
<td>$89,611.26</td>
</tr>
<tr>
<td>4/11/07 - 6/30/07</td>
<td>City Staff</td>
<td>Salaries/benefits</td>
<td>$65,866.93</td>
</tr>
<tr>
<td>4/11/07 - 6/30/07</td>
<td>City Equipment</td>
<td></td>
<td>$11,530.03</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$221,679.85</strong></td>
</tr>
</tbody>
</table>

- **In this column enter time period.**
- **In this column enter name of contractor, forced labor, or forced equipment.**
- **In this column enter type of work completed. This usually corresponds with the Project Worksheet.**
- **In this column enter actual amount paid.**

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