

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.

The image shows a screenshot of the State of Washington Invoice Voucher form (A-19). The form is titled "STATE OF WASHINGTON INVOICE VOUCHER" and includes fields for Agency Name, Vendor or Current, and various cost categories. Three callout boxes provide instructions:

- Top Right Callout:** "This form needs an original signed and dated by the applicant agent or alternate." (Points to the signature line)
- Middle Left Callout:** "Verify that your TIN and address are correct." (Points to the Vendor or Current field)
- Bottom Right Callout:** "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." (Points to the Project Costs section)

The form includes the following sections:

- Agency Information:** Agency Name: Military Department, Emergency Management Division, Public Services Unit, 8100 1st St., Olympia, WA 98512-0001.
- Vendor Information:** Vendor or Current: (blank)
- Project Information:** Contract No. D10-, Disaster No. 18XX-DR-WA.
- Request Type:**
 - Small Project Payment
 - Large Project Payment
 - Administrative Allowance
 - Final Payment
- Costs Section:**
 - Project Costs:
 - Proj/Sub _____ \$ _____ (F)
 - Proj/Sub _____ \$ _____ (B)
 - Administrative Costs:
 - Proj/Sub _____ \$ _____ (F)
- Approval and Accounting:** Fields for Prepared By, Telephone Number, Date, Agency Approval, Date, and Accounting Approval for Payment.
- Table:** A large table with columns for Agency Code, Agency Name, Location Code, and various financial fields.

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

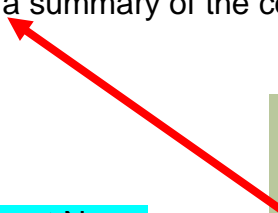
RE: State No. D10-???
Disaster No. 18XX-DR-WA
FEMA No. 033-U3SLQ-00

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

In this column enter type of work completed. This usually corresponds with the Project Worksheet.

Time Period	Contractor	Services For	Amount
4/11/2007	W.G.E.P.	Materials	\$ 90.00
4/3/2007	Queen Pump company	Materials	\$ 20,809.63
2/12/07 - 3/1/07	CH2MHill	Engineering Services	\$ 33,772.00
3/2/07 - 3/29/07	CH2MHill	Engineering Services	\$ 89,611.26
4/11/07 - 6/30/07	City Staff	Salaries/benefits	\$ 65,866.93
4/11/07 - 6/30/07	City Equipment		\$ 11,530.03
TOTAL			\$ 221,679.85

In this column enter time period.

In this column Enter name of contractor, forced labor, or forced equipment.

In this column, enter actual amount paid.

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