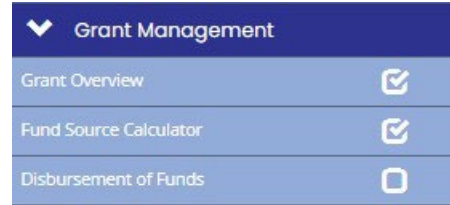


How To Enter Detailed Payment Disbursement Documentation


- 1) Navigate to the Disbursement of Funds form under the Grant Management section of the main application menu.



Grant Management

- Grant Overview ☒
- Fund Source Calculator ☒
- Disbursement of Funds ☐

- 2) Under the Deposit of Grant Funds section, input the corresponding payment request number, the date the grant funds were deposited from TDA (via Comptroller direct deposit) into the local account, and the exact amount of the deposit. Upload the legible bank statement showing the original TDA deposit, deposit date and deposit amount.



Deposit of Grant Funds

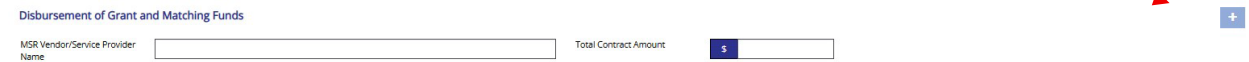
PMT Number

Date Grant Funds Deposited in Local Account

Amount of Deposit

Bank Statement Documenting Deposit

- 3) Under the Disbursement of Grant and Matching Funds section, enter the name and contract amount of the vendor. Use the plus button to the right of the vendor contract amount to create a new section for each vendor.

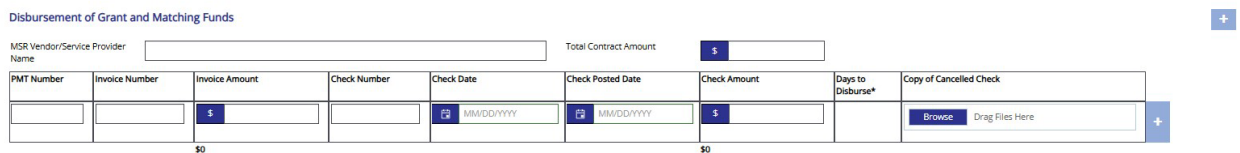


Disbursement of Grant and Matching Funds

MSR Vendor/Service Provider Name

Total Contract Amount

- 4) Under the Disbursement of Grant and Matching Funds section, input for each vendor payment: the corresponding payment request number, the vendor invoice number, the vendor invoice amount, the check number of the payment to the vendor, the check date, the check posted date, and the exact check amount. Upload the legible check copy and clearance proof.



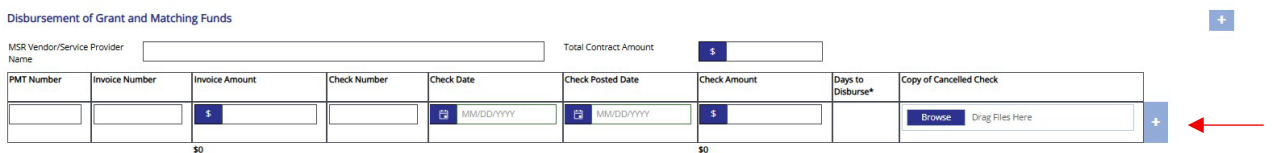
Disbursement of Grant and Matching Funds

MSR Vendor/Service Provider Name

Total Contract Amount

PMT Number	Invoice Number	Invoice Amount	Check Number	Check Date	Check Posted Date	Check Amount	Days to Disburse*	Copy of Cancelled Check
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text" value="Browse Drag Files Here"/>

- 5) Use the item-line plus button to add additional lines for every vendor Grant & Match payment.



Disbursement of Grant and Matching Funds

MSR Vendor/Service Provider Name

Total Contract Amount

PMT Number	Invoice Number	Invoice Amount	Check Number	Check Date	Check Posted Date	Check Amount	Days to Disburse*	Copy of Cancelled Check
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text" value="Browse Drag Files Here"/>

How To Enter Detailed Payment Disbursement Documentation

- 6) For costs without disbursement records (i.e., no direct check to a vendor such as force account for labor and/or equipment), input the corresponding payment request number, the cost description, and the exact amount claimed as grant or matching funds.

Other Costs without Disbursement Records

(ex: force account labor and equipment)

PMT Number	Cost Description	Amount Claimed as Grant or Match Funding
<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/> <input type="text"/>

- 7) For additional details about payments, enter notes with identifiable information in the Grant Recipient Comments section at the bottom of the page. For example, if a vendor check is combined with non-grant associated costs, clearly note the check/invoice number and break down the grant/match funds and non-associated funds. Retain proof of other unrelated costs for compliance review in local records.

Grant Recipient Comments