

CITY OF MIDDLETOWN

Department of Planning, Conservation & Development



Community Development Division

Community Development Block Grant – Check Request Form

ATTACHMENT "A"

CONSTRUCTION PROJECTS

I hereby certify that the work defined in the attached invoice for \$_____ has been completed in full accordance with the City of Middletown and _____, contract and that payment should be forwarded to the vendor.
(Organization)

Payment Instructions:

Purchase Order budget category to be uses: _____

Make check payable to : _____

Send check to: _____

Documents included in this request:

- _____ Purchase Order Number- _____
- _____ DUNs Number, State and/or Federal Tax IDs- _____
- _____ Memo on method of procurement with copies of quotes, estimates or bids
- _____ Attachment D- Contractor Information and Prevailing Wage Statement
- _____ Invoices on vendor letterhead
- _____ Certified Payrolls for Construction Work (for project using more than \$2,000 of CDBG)
- _____ Copy of Excluded Parties List Search (<https://www.epls.gov/>)
- _____ Other supporting documentation: _____

(DATE)

(Signature)

(Print)

(Title)

(Organization)

APPROVAL FOR PAYMENT:

I hereby certify that this request for payment is in accordance with the project and Entitlement budget approved by the U.S. Department of Housing and Urban Development and the City of Middletown.

(DATE)

William Warner, Director
Dept. Planning, Conservation and Development

APPROVED FOR PAYMENT:

(DATE)

Daniel T. Drew
Mayor