



CASH REQUISITION FORM

FOR NEIGHBORHOOD DEVELOPMENT PROJECTS

For costs related to:
ACQUISITION
PRE-DEVELOPMENT
CONSTRUCTION

CONTRACTOR INFORMATION	Contract Number		Requisition Number	
	Contractor/Borrower			
	Project Title			
	Mailing Address			
	Loan Number	Cash Repayment <input type="checkbox"/>	Service Repayment <input type="checkbox"/>	
	Period Covered			

PAYMENT OPTIONS	
FILL IN IF DUAL PAYEE CHECK NEEDED	
Other Payee(s)	Amount

BUDGET AND EXPENDITURE INFORMATION					
Description <small>Column 1</small>	Budget <small>Column 2</small>	Expenditures to Date <small>Column 3</small>	Less Prior Reimb <small>Column 4</small>	Cash Req This Period <small>Column 5 (Col 3 - Col 4)</small>	Balance Available <small>Column 6 (Col 2 - Col 3)</small>
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
TOTAL	-	-	-	-	-

CERTIFICATION BY CONTRACTOR/BORROWER	
<p>We have attached supporting documents for expenditures reported. We hereby certify under the penalty of perjury under the laws of State of California that this check requisition and its supporting documents, are true in all respects and that all funds are used or will be used solely for the purposes set forth in the agreement entered into by this Contractor/Borrower and the Community Development Department (CDD) and are in compliance with HUD regulations. We also understand that the allowability of cash requested is subject to final acceptance by CDD and that payroll tax returns are filed timely and applicable payroll taxes are paid.</p>	
PREPARER'S NAME (PRINT) AND SIGNATURE* _____	DATE _____
AUTHORIZED REVIEWER'S NAME (PRINT) AND SIGNATURE* _____	DATE _____

* Required

FOR CITY USE ONLY	
REVIEWED AND APPROVED FOR PAYMENT	ACCOUNTING DIVISION/ GRANTS SECTION
PROJECT MONITOR _____ DATE _____	<input type="checkbox"/> INSURANCE <input type="checkbox"/> RECEIPT VERIFICATION <input type="checkbox"/> CHECKED LOG <input type="checkbox"/> BTRC/VRN <input type="checkbox"/> LWO <input type="checkbox"/> EBO
DIVISION HEAD _____ DATE _____	HOLD RELEASE DATE: _____ REASON FOR HOLD: _____
Above authorization certifies that contractor/developer is in compliance with all applicable Federal and City contract requirements. Appropriate program monitoring is regularly conducted, and all source documents supporting these costs have been reviewed for eligibility and are maintained on file.	Funding Source: _____ <u>Amount</u> _____ Payment Voucher Number: _____ _____ _____
INDICATE REASON BELOW IF HELD FOR MORE THAN (10) DAYS	