ACCOUNTS PAYABLE SERVICES BRANCH SUBMISSION CHECKLIST

GENERAL INFORMATION

State/Division:		Date:	

Points of Contact *(up to three total--will receive e-mail notifications from NAPST concerning request)*:

POC	Name	Email Address	Phone
1) Administrative POC*			
2) Pgm Mgr/Tech Contact			
3) Other State/Div POC			

**Administrative POC is G&A or Easements specialist, RPLO, contracting officer, etc.*

Document Type *(check one box)*:

EASEMENTS and RCPP18			
☐	Easement Purchase > or equal to $250K (BOC 3202, 3203, 3204, 4115)	☐	Appraisal/Survey/Closing Costs (BOC 3213, 3214, 3215)
☐	Easement Purchase < $250K (BOC 3202, 3203, 3204, 4115)	☐	Waterbank and RCPP18 Land Management/Rentals (BOC 4116)
☐	Restoration (Easement related) (BOC 3212, 3216-3219)	☐	Restoration (Cooperative Agreement) (BOC 2595, 4115)
☐	Restoration (Non-Easement related) (BOC 4116)	☐	EWP (FPE) (BOC 3213)
☐	Preliminary Restoration ONLY (for preliminary restoration actions when an existing easement or 30 year contract agreement has already been obligated)		
GRANT OR AGREEMENT (NON-EASEMENT RELATED)			
☐	EWP (Project Agreement)	☐	Grant
☐	Watershed Rehab Project Agreement	☐	Inter/Intra Agency Agreement
☐	Other Cooperative/Contribution Agreement	☐	Contract (Federal Vendor)
MISCELLANEOUS (TO INCLUDE LEASES)			
☐	Lease	☐	SF-1164, *Claim for Employee Reimbursement*
☐	Tort Claim	☐	SF-182, *Authorization, Agmt and Certification of Training*
☐	Payment Outside ProTracts	☐	Other Miscellaneous

Vendor/Payee Information: *DUNS # and SAM Expiration Date ONLY required if customer is an Entity with an EIN*

Name	DUNS #	SAM Expiration Date

Obligation Information *(not applicable to non-reference payment requests such as SF-1164's)*:

NRCS Document Number (i.e., Easement #, Restoration #, Agreement #, Lease #, CD#)	FMMI Obligation Doc # (if existing obligation)	Easements Only: NEST Number (if different than Reference Number)

Period of Performance:	Date (MM/DD/YYYY)
Agreement Start Date	
Current Agreement Expiration Date	
New Expiration Date (if modified)	

OBLIGATIONS/MODIFICATIONS SECTION

(All information below must be completed for obligation/modification requests)

☐	New Obligation *(Complete boxes in section below)* Is there a possibility this obligation will need an advance payment in the future? ☐ Y ☐ N
☐	Existing Obligation Increase *(Complete boxes in section below)*
☐	Existing Obligation Decrease *(Complete boxes in section below)*
☐	Other Modification (i.e., land transfer, period of performance extension)
☐	Agreement Close-Out *(Complete boxes in section below)*

Parcel # (for FRPP/ACEP-ALE only)	WBS Element	BOC	Original Obligation Amount	Amount ($) of Increase	Amount ($) of Decrease	New ($) Amount (Current Oblig Amt, +/- Inc. or Dec. = New Amt)
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
		TOTALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00

PAYMENTS/LIQUIDATIONS SECTION

(All information below must be completed for payment/liquidation requests)

Payment Type (check box) ☐ Non-Advance Payment ☐ Advance Payment ☐ Advance Liquidation

☐ Installment Easement Purchase Payment (*if first payment complete page 4)*

Pmt #	Payee Name	Parcel # (for FRPP/ACEP-ALE only)	WBS Element	BOC	Payment/ Liquidation Amount
				TOTALS	$ 0.00

REQUESTER COMMENTS:

Installment Payments

Agreement Number:

		Installment:	**#1**	**#2**	**#3**	**#4**	**#5**	**#6**	**#7**	**#8**	**#9**	**#10**
		Year:	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**
Landowner's Name	Number of Pmts	Total Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount	Pmt Amount
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*If more than 10 installment payments, attach sheet showing all additional payments by landowner