

Payment/Reimbursement Process

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Budgets

- Initial budget goes with proposal – 2 years
- Budget signator is contract signator
- Most frequent line items
 - Architecture & Engineering
 - Professional Services (LEP)
 - Construction
 - Administration – 5% max.

Payment Process

DECD- Payment Requisition

- Submit Requisition Form to Project Manager - NEW FORM !
- Payments are reviewed and approved by Project Manager and Dep. Commissioner
** One Week **
- DECD Finance Office processes payment
- State Comptroller releases funds electronically with in 48 hours

Payment Issues – How to Make it Easier

- Pay DECD Legal Bill – remediation only
- Provide lots of backup (invoices/scope of work)

Helpful Tools

- G702-G703
- Invoice Summary Sheet
- Cover Letter
- Submit Deliverables – electronic/disk copies of environmental reports/RAPs/verifications or closure reports, etc.