



OREGON WATERSHED ENHANCEMENT BOARD REQUEST FOR RELEASE OF FUNDS

Grantee Name: _____

Payee: _____ Phone: _____

Grant Number: _____ Grant Name: _____

Payment Request Number _____ OR Final Request _____

In accordance with the terms of the Grant Agreement and the Budget Categories: Definitions & Policy document, I request funds as follows:

Budget Category	Current Budget Amount	Total of All Amounts Previously Paid	CURRENT Request Amount	TOTAL Requested to Date	Remaining Budget
Salary, Wages and Benefits					
Contracted Services					
Travel					
Materials and Supplies					
Equipment and Software					
Other					
Grant Admin / Indirect Costs					
Post Grant					
TOTALS					

Copies of receipts, invoices or supporting documentation, for amounts \$250 or more will be required by OWEB. An expense tracking spreadsheet for all OWEB expenses is also required to document all funds previously received from OWEB for this grant within 120 days of the date of the payment. Watershed Council Capacity grants are not required to submit receipts, only an expense tracking spreadsheet.

By signing this request, I declare that expenses for this grant are to the best of my knowledge true, correct, and complete. Grantee's signature on this form certifies that all funds being requested under the "Current Request Amount" column are for project activities that either do not require permit(s)/license(s), or copies of required permit(s)/ license(s) for project activities have been provided to the OWEB Project Manager.

The individual signing on behalf of the Grantee hereby certifies and swears under penalty of applicable law that s/he is authorized to act on behalf of Grantee.

Grantee's Authorized Signature: _____ Date: _____

Print Signature Name: _____ Title: _____

Name and Phone Number for Billing Questions: _____

E-mail Address for Billing Questions: _____

This request must be signed and forwarded to the OWEB Project Manager for signature below.

I find this request to be consistent with the Grant Agreement and all funding conditions have been met.

OWEB Project Manager: _____ Date: _____