

# CITY OF MIDDLETOWN

Department of Planning, Conservation & Development



Community Development Division

## Community Development Block Grant – Check Request Form

ATTACHMENT "A"

NON-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
- \_\_\_\_\_ Invoices on vendor letterhead
- \_\_\_\_\_ 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