

(COUNTY HEADER IF DESIRED)

To: Minnesota Department of Transportation--SALT

From: xxxxxxxx, xxxxxxxxxxxx County
Date: 4/6/2022

Commented [NC(1): Fill in your county

Subject: SP XXX-XXX-XXX Payment Request: #X

DDIR Number: ERxxx-xxxx-xxxx

Commented [NC(2): Fill out associated SP #'s and pay request numbers. New pay requests shall follow a sequential order.

Invoice Number: xxxxxxx

Agreement Number (if applicable): xxxxx

Commented [NC(3): You will need to fill out a separate pay request for each site and respective DDIR.

Dates this invoice covers: xx/xx/xx to xx/xx/xx

Funds: Federal State
Billing: Partial Final

Commented [NC(4): Fill in any associated contractor, consultant, or vendor material invoices associated with this request.

SP Number	Fed Number	Total Cost	Federal Share (100%)	Federal Share (80%)	Chapter 12 Share (Local Share)
xxx-xxx-xxx	ER MNxx(xxx)	\$ 25,000.00	\$ -	\$ 20,000.00	\$ 5,000.00
xxx-xxx-xxx	ER MNxx(xxx)	\$ 2,478.03	\$ 2,478.03	\$ -	\$ -
Total		\$ 27,478.03	\$ 2,478.03	\$ 20,000.00	\$ 5,000.00
Federal Share Total		\$ 22,478.03			

Commented [NC(5): Fill in any associated Agreement #'s (PE/CE/ROW, etc.) that go with this request.

Commented [NC(6): Make sure dates cover when the work was performed thru payment date (Invoice dates should fall within this range).

Commented [NC(7): Place and "x" next to the funding type required. If this is your final or only pay request, please mark "Final".

Commented [NC(8): Interactive chart, which opens formulas in new Excel window. Please follow that format and ensure your numbers match the eligible documentation you provide. Double click to open interactive chart.

Please forward payment to:

NOTE: The "Federal Share Total" is the amount to be reimbursed through this request. If this is your final pay request, retainage may be held until MnDOT has closed the project.

Commented [NC(9): Enter County name and address.

The work performed and the associated cost is within the scope of the project, as stated on the DDIR.

xxxxxxxx County Engineer

Commented [NC(10): County Engineer to sign and date.

I have reviewed the documentation attached for federal compliance and approve payment:

District State Aid Engineer

Commented [NC(11): DSAE to sign and date.

County Engineer signature

Signed County Engineer signature
(County Engineer)

Commented [NC(12): Please sign and insert county name.

Enclosures (Include all backup documentation)

Commented [NC(13): Please include ALL relevant information to this pay request:

1. DDIR
2. Supporting Documentation
3. Signed Final Inspection Report (if this is the final pay request)