



# CASH REQUISITION FORM

FOR NEIGHBORHOOD DEVELOPMENT PROJECTS

For costs related to:  
 ACQUISITION  
 PRE-DEVELOPMENT  
 CONSTRUCTION

<b>CONTRACTOR INFORMATION</b>	<i>Contract Number</i>		<i>Requisition Number</i>		
	<i>Contractor/Borrower</i>				
	<i>Project Title</i>				
	<i>Mailing Address</i>				
	<i>Loan Number</i>	<i>Cash Repayment</i> <input type="checkbox"/>	<i>Service Repayment</i> <input type="checkbox"/>		
	<i>Period Covered</i>				

PAYMENT OPTIONS	
FILL IN IF DUAL PAYEE CHECK NEEDED	
Other Payee(s)	Amount

BUDGET AND EXPENDITURE INFORMATION					
Description <small>Column 1</small>	Budget <small>Column 2</small>	Expenditures to Date <small>Column 3</small>	Less Prior Reimb <small>Column 4</small>	Cash Req This Period <small>Column 5 (Col 3 - Col 4)</small>	Balance Available <small>Column 6 (Col 2 - Col 3)</small>
<b>TOTAL</b>					

CERTIFICATION BY CONTRACTOR/BORROWER	
We have attached supporting documents for expenditures reported. We hereby certify under the penalty of perjury under the laws of State of California that this check requisition and its supporting documents, are true in all respects and that all funds are used or will be used solely for the purposes set forth in the agreement entered into by this Contractor/Borrower and the Community Investment for Families Department (CIFD) and are in compliance with HUD regulations. We also understand that the allowability of cash requested is subject to final acceptance by CIFD and that payroll tax returns are filed timely and applicable payroll taxes are paid.	
PREPARER'S NAME (PRINT) AND SIGNATURE* _____	DATE _____
AUTHORIZED REVIEWER'S NAME (PRINT) AND SIGNATURE* _____	DATE _____

*\* Required*

FOR CITY USE ONLY	
<b>REVIEWED AND APPROVED FOR PAYMENT</b>	<b>ACCOUNTING DIVISION/ GRANTS SECTION</b>
	___ INSURANCE                      ___ RECEIPT VERIFICATION ___ CHECKED LOG                  ___ BTRC/VRN ___ LWO                                ___ EBO
PROJECT MONITOR _____ DATE _____	HOLD RELEASE DATE: _____
DIVISION HEAD _____ DATE _____	REASON FOR HOLD: _____
Above authorization certifies that contractor/developer is in compliance with all applicable Federal and City contract requirements. Appropriate program monitoring is regularly conducted, and all source documents supporting these costs have been reviewed for eligibility and are maintained on file.	Funding Source: _____ <b>Amount</b> _____
INDICATE REASON BELOW IF HELD FOR MORE THAN (10) DAYS	Payment Voucher Number: _____