

CANADA-SASKATCHEWAN INFRASTRUCTURE PROGRAM

2004-06 Request for Payment Form

Claim # _____

Municipal Name:	CSIP Project Number:
Address:	Postal Code:
Contact Person:	Phone Number:
	Fax Number:

A. Type of Payment Requested:

- Progress Payment – The project is _____ % complete as of _____ (Date)
Please note requests for progress payments must include copies of all **invoices for actual costs incurred**.

- Final Payment – The project was completed as of _____ (Date)
Please note the final request for payment must also include copies of all **invoices of actual costs incurred** and that projects may be subjected to a full audit before final payment is made. Final request for payment must also include a completed **Environmental Mitigation Certificate** (Appendix A) and copies of all required **permits**.

B. Claim for Reimbursement

Note:
GST paid on or after February 1, 2004 is fully rebatable to municipalities and is therefore not an eligible cost.

Claim for Reimbursement	Eligible Costs Incurred
Eligible Project Costs (including PST)	\$ _____

C. Benefits: The following project benefits section is to be completed after the project has been **entirely constructed**. (refer to pages 3 to 5 of your CSIP application)

Description of Primary project benefits – As stated in CSIP Application	Baseline Estimated Number as stated in CSIP Application	Actual Number
(a)		
(b)		

Explanation of variance if any: (If the actual benefit numbers differ from estimates submitted in your CSIP application, please explain)

D. Certification

On behalf of the municipality, we certify the project was constructed in accordance with the Canada-Saskatchewan Infrastructure Program’s terms and conditions. We also certify the information supplied in this request for Payment is correct.

Mayor/Reeve: _____

Date: _____

Clerk/Administrator: _____

Date: _____

Have you remembered to: Submit copies of invoices for actual costs and if this is a final claim, attach completed Environmental Mitigation Certificate (Appendix A) and copies of all required permits. Please Keep a Copy of the Completed Request for Payment and fax or mail to:

Mary Ulmer, Program Advisor
Grants Administration & Provincial-Municipal Relations
Government Relations
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