

## REQUEST FOR FUNDS/REIMBURSEMENT INSTRUCTIONS

Attention West Virginia Nonpoint Source Grant Recipients

DEP Request for Funds Form 06/26/14 supersedes any forms you have currently in your files and should be used for all reimbursement requests.

To ensure consistency with all requests, please ensure that you follow these simple instructions:

- In the Request Number box, each reimbursement request will be numbered **consecutively** for each grant (i.e., 1, 2, 3, 4....). Please do not use any other form of coding in this box. It helps DEP identify whether a reimbursement request is missing or numbered incorrectly, and is very helpful. Any other coding your agency requires for this request should be noted in the Comments section.
- Complete the entire top portion of the document, including the NPS #, then sign and date.
- If your agency has changed addresses since the last reimbursement request, please ensure that you note in Comments that there is a change in address. We will then send you a W-9 form to complete so that we can update our FIMS fiscal system.
- All original signed requests must be sent via U.S. mail. E-mailed documents are not **currently** accepted by the Auditor's office. We hope that this will change in the future, but at this time, we cannot accept e-mail or faxed reimbursements.
- Keep a copy of the signed reimbursement request for your files, along with its appropriate backup documentation.
- All required invoices, receipts, reports and/or match documentation must be attached to the request when it is sent. Missing information will delay the processing of the request.
- All reimbursement requests should be sent **ONLY** to the following address:

WV DEP DWWM  
Nonpoint Source Program  
601 57<sup>th</sup> Street SE  
Charleston, WV 25304

Attn: Stephanie Ferrell

With these simple modifications, your reimbursement requests can be logged in and processed more thoroughly and in an expeditious manner. Here is the section on our website regarding request for funds. Let me know if you have anything to add.

<http://www.dep.wv.gov/WWE/Programs/nonptsource/Pages/Reinbursement.aspx>

For any questions about this form or instructions, please contact Stephanie Ferrell via e-mail to [stephanie.r.ferrell@wv.gov](mailto:stephanie.r.ferrell@wv.gov) or call (304) 926-0499, ext. 1711. Thank you.