Client Disbursement Checklist

Agricultural Utilization Research Institute

In order to provide timely response to disbursement requests, it is important that we have all of the pertinent information along with the **original** request for disbursement and progress report. Below, please find a checklist that we think might help you in the process of requesting funds. This is NOT a required form, but may prove helpful in the timely disbursement of checks.

Please remember that the Request for Disbursement should be mailed to the AURI state office at:

AURI
PO Box 599
Crookston, MN 56716

Completed	Task
☐	Review budget and assure that expenditures are approved.
☐	Review budget dates – invoices must be for expenses that occurred after “Effective Date” of the agreement and before applicable “Termination Date” of the agreement.
☐	Indicate what is to be used as *match* (cash, equal to the amount of AURI’s expenses) with the request.
☐	Submit a *Progress Report*, which is a report of work accomplished during the specified time period. (must be dated within 30 days prior to the request)
☐	If you have paid for the expenses on your request for disbursement, **include invoices** and **proof of payment** (examples are: copy of cancelled check and paid receipts from vendor). If you have not paid the invoices that are submitted, we will issue a two-party check upon approval of the expenses.
☐	Review “Fund Disbursements” section of agreement.
☐	Sign and Date your Request for Disbursement

If you have any questions regarding any of these tasks, please contact your Team Leader.