

Ohio Water Development Authority

DISBURSEMENT REQUEST PROCEDURES

PAYMENT INSTRUCTIONS

A complete Payment Instruction Form must be received before funds can be disbursed.

Separate Payment Instruction Forms are required for each account.

Payment Instruction Forms are emailed by OWDA via DocuSign to the Borrower's Authorized Representative (as identified in the authorizing legislation that was submitted with a project's application) after loan approval.

Any change to any of the information on a Payment Instruction Form will require submission of a new Payment Instruction Form completed in its entirety.

DISBURSEMENT PROCEDURES

These procedures are applicable for all accounts administered by OWDA.

Disbursement/fund payment requests should be sent to OWDA electronically. Each disbursement request should be submitted as a single PDF attached to an email sent to disbursements@owda.org

- The subject line of the email should include the 4-digit or 5-digit OWDA account number
- Specific OWDA staff should not be cc'd on submission emails
- Submissions must be in PDF format. Word, Excel, etc. documents will not be accepted
- Hard copies should not be mailed for disbursement requests submitted electronically
- The first page of the disbursement request should be a completed and signed Fund Payment Request form, followed by the supporting documentation

Electronic submission is highly recommended to ensure timely processing. Payment requests may still be mailed as hard copies but payment may experience significant delays. Please mail to:

OWDA
480 South High Street
Columbus, OH 43215

For Contractor line item pay requests, the following must be completed and included:

1. OWDA Fund Payment Request form: completed online at <https://loans.owda.org/> , printed and signed by the Preparer and the Borrower's Authorized Representative
2. OWDA Contractor's Estimate form (available at <https://www.owda.org/disbursement-forms>)
3. Itemized schedule of values clearly showing the Total Completed and Stored to Date total

For Technical Service line item pay requests, the following must be completed and included:

1. OWDA Fund Payment Request form: completed online at <https://loans.owda.org/> , printed and signed by the Preparer and the Borrower's Authorized Representative
2. A copy of each invoice listed

Detailed instructions for completing the Fund Payment Request form are included below.

Reimbursement requests are processed in the order they are received. Payments are processed for weekly disbursements.

Additional information regarding change orders, release of retainage and loan closure can be found on our website at: <https://www.owda.org/disbursement-forms>

If you have any questions, please call 614-466-5822 or email at disbursements@owda.org

Fund Payment Request Form

Instructions for Completion

1. Go to <https://loans.owda.org/>
 - a. This webpage can also be accessed from OWDA's homepage www.owda.org by clicking on **Your Loan** under the **Quick Links**.
2. Enter **Borrower Name** in the search box
 - a. If known, you may also enter the 4-digit or 5-digit OWDA **Account ID** in the appropriate search box. Skip to step 5.
3. Click on the appropriate **Borrower Name** in the listing
4. Click on the appropriate OWDA **Account Number**
5. Click on **Disbursement Request** in the blue header bar.
 - a. If you do not see this link, this typically indicates that the account is not yet set up to disburse.

At this point, you have reached the online Fund Payment Request form template. If you do not see a red box in the Requested Amount column, this typically indicates we do not have payment instructions for the account. Entering the appropriate information into this template will produce the **Fund Payment Request** form, which you can then print to pdf, sign and include with your disbursement request to be emailed to OWDA. Note that the information entered into this template is not entered into OWDA's system until after we have received the hard copy of the request and conducted our review.

Overview of the template – essentially, the information entered into this template should allow OWDA to match the Fund Payment Request form with the accompanying supporting documentation (i.e., Contractor's Estimate form or invoices)

6. Enter the **Disbursement Request** number
 - a. This is a sequential number specific to the loan account indicating the number of times disbursements have previously been requested (regardless of which specific line item is being accessed).
7. Enter **Payee** name
 - a. This should be the name of the invoicing entity. Your entry here does not dictate where OWDA sends payment – payment information should already be determined for the account according to the information submitted on the **Payment Instruction Form**.
8. Enter **Invoice Number**
 - a. This should be the number shown on the invoice or the contractor's sequential pay estimate number.
9. Enter **Invoice Date**

- a. This should be the date shown on the invoice.
10. Enter the **Total Invoice Amount**
 - a. This is the total amount of the invoice.
 - b. Only numbers and a decimal point should be entered – no dollar sign (\$) or commas (,)
 11. Enter the **Invoice Amount to be paid by OWDA**
 - a. This is the amount of the invoice that is to be paid from the OWDA loan.
 - b. This may be the full or a partial amount of the total.
 - c. Only numbers and a decimal point should be entered – no dollar sign (\$) or commas (,)
 12. Enter the **Requested Amount** for the appropriate line item listed in the **Disbursement Request Detail**
 - a. The amount entered for *Invoice Amount to be paid by OWDA* can be split among the available line items listed under *Disbursement Request Detail*.
 - b. Line items that do not show a red box are not available for disbursement request.
 - c. The sum of the entries in the *Requested Amount* field must be equal to the *Invoice Amount to be paid by OWDA*.
 13. As needed, additional invoices can be entered by clicking the **Save Entry** button
 14. After all invoices have been entered, click the **Print Fund Payment Request** button
 - a. Be sure printer settings are set to portrait orientation
 15. Two signatures are required on the printed form
 - a. **Preparer:** the person who prepared the form
 - b. **Borrower's Authorized Representative:** LGA employee authorized to sign OWDA disbursement requests as identified on the **Payment Instruction Form** for this account
 16. The following documents should not be included with disbursement requests:
 - a. Cover letter
 - b. Copies of checks
 - c. Purchase orders
 - d. Statements of account
 - e. Quotes or estimates