

# **APPENDIX G**

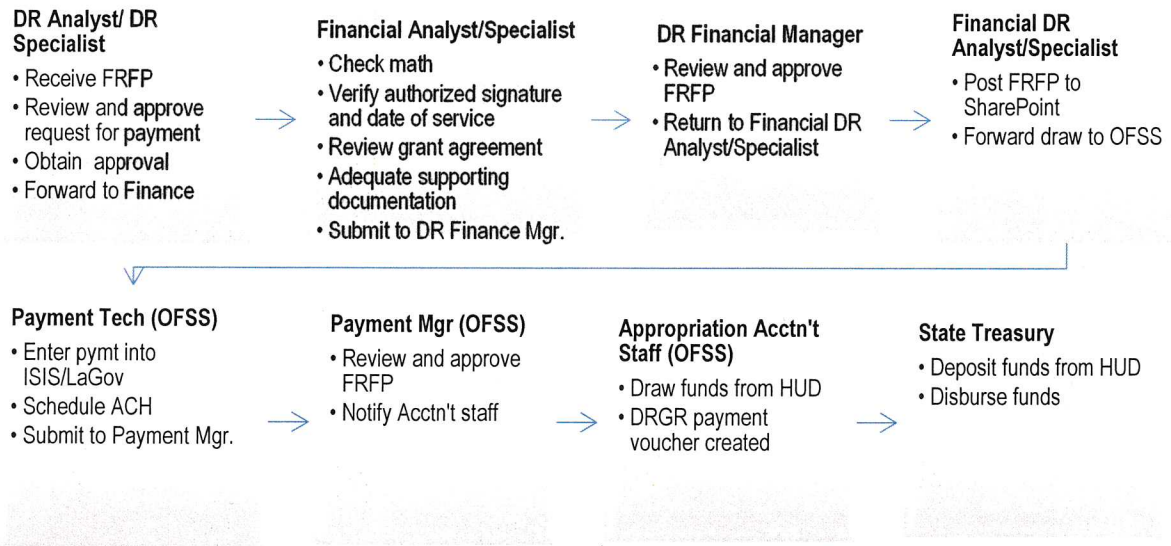
---

## **Payment Process Flow Chart**

**State of Louisiana**

**Certification Checklist**

Prepared by  
Louisiana Office of Community Development/Disaster Recovery Unit



### 7.2.1. Hardcopy Finance Request for Payment Submission and Approval

Finance Requests for Payment (FRFP) may be submitted to OCD/DRU Finance via regular mail, email, hand delivery, or online. The following steps identify the submission and approval process for FRFP's submitted via regular mail, email, or hand delivery.

1. Receipt of Finance Request for Payment. FRFP's are date stamped upon arrival and sent to the appropriate Office of Community Development Program Manager via regular mail, e-mail or hand delivered.
2. Finance Request for Payment Received by DR Analyst/DR Specialist. Upon receipt of the FRFP, the DR Analyst/DR Specialist carefully reviews the FRFP to validate that the related program activities are eligible for reimbursement and are within available funding amounts. All FRFP's must include supporting documentation. The DR Analyst/ DR Specialist submits the FRFP to the DR Manager for review. The DR Manager indicates his/her review of the request for approval by signature and date.
3. Request Approval by DR Manager. DR Manager (or his designee) receives the FRFP. He/she refers to the Program staff who performed the review if there are any questions. DR Manager/designee approves the FRFP.
4. Finance Request for Payment Received by Finance Staff. After the DR Analyst receives approval from the DR Manager, he/she forwards the FRFP and supporting documentation to the Finance staff.

Finance staff verifies the following tasks for completeness:

- Valid dates
- Valid Authorized Signatures (approvals)
- Ensure FRFP follows State & Federal Guidelines
- Amount requested is within Budget
- All supporting documentation is complete, legible and mathematically accurate
- Verify budget coding, provide vendor invoice number and shall at times provide vendor number