**MEMORANDUM**

**TO:** Ms. Regina Kidd *(For FA Bridge, ARC Programs)*

 Chief, Federal Aid Billing

 *or*

Mrs. Jessica Shearer *(For TA Program – including SRTS)*

 Transportation Alternatives Program Manager

 *or*

 Mr. Terry Maxwell *(For Rec Trails Program)*

 Recreational Trails Program Manager

**FROM:** Insert Name

 ADE-Construction, District #

**DATE:** Insert Date

**SUBJECT:** Contract: Insert Job Description

 Contract No. Insert State Contract Number

 FAP No. Insert Federal Contract Number

 Reimbursement Request No. X

Sub-recipient title has requested reimbursement in the amount of $XX,XXX.XX for work completed on the subject project for the time period of Month DD, YYYY – Month DD, YYYY.

The District Office has reviewed the enclosed applications and support documentation for Reimbursement Request No. X. Reviews of the job and documentation show the following:

* The amount billed is adequately supported by work completed during the dates covered.
* The estimate has been properly reviewed and approved by the sub-recipient.
* The sub-recipient has paid the contractor.
* Project records and materials clearance documentation are current and acceptable.
	+ Project records have been reviewed by the District Contract Finals on Month DD, YYYY and are current and complete as of that date.
	+ The sub-recipient provided documentation dated Month DD, YYYY from the SHA Office of Materials Technology representative (Area Materials Engineer or Materials POC for Alternative Project Types) indicating that project materials documentation is current with no clearance concerns.

Name

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The subrecipient has requested electronic payment be made to:

Bank name

Account name

Account number: XXXXX

Routing number: XXXXX

Federal Tax Identification number: XXXXX

This **is / is not** the final reimbursement request for the subject project.

Thank you for your cooperation. If you have any questions, please contact me at XXX-XXX-XXXX or by email at XXXXXXX@sha.state.md.us.

Enclosures

cc: Sub-recipient Responsible Charge

 Contract Finals, District #

 Area Materials Engineer

 Contract File