

## PAYMENT INSTRUCTIONS FOR NIWOT LID GRANTEES

There are two methods for payment by Boulder County.

1. Reimbursement to the Grantee. In this instance, the approved individual or group (Grantee) pays all vendor invoices, and then submits to the Niwot LID Treasurer a Master Invoice detailing all vendors and payments, along with documentation listed at the bottom of this form. Boulder County subsequently reimburses the Grantee. (This is the preferred method.)

This method is appropriate for events that will use multiple vendors (where project funding will be used to pay for advertising, security, food, posters, web site and other items).

This method also works well with items that need incremental funding such as advertisements in seasonal editions of publications. A series of invoices can be submitted for incremental LID payments. In the case of incremental funding, an Incremental Master Invoice should be submitted that includes:

- a. Total funding as approved
- b. Payments to date
- c. Balance still owed, and current request for payment and purpose of invoice

**The payment request also must include invoices from individual vendors and proof of payment to these vendors, which together should total the amount of the current payment request.**

2. Direct payment to individual vendors. This method requires an invoice directly from the vendor along with a vendor-completed W-9 form (withholding tax, unless already on file with Boulder County). This method is appropriate for payment of one-time charges for single events such as landscape maintenance or street light repair, or activities that do not need supervision and approval of the individual or group requesting funding. In this instance, payment will be made directly by Boulder County to the vendor.

### How to Receive Reimbursement

In order to receive reimbursement for approved funding, the following must be submitted to the Niwot LID Treasurer:

- (a) A Master Invoice from the Grantee
- (b) Vendor invoices
- (c) Proof of payment to the vendor (cancelled checks or bank statements) by the Grantee (the individual or group approved for LID project funding)

The Niwot LID Treasurer will submit this information to Boulder County for direct payment to either:

- a. The Grantee who has received project funding approval, or
- b. Directly to the vendor.

*If you have questions, contact: Niwot LID Treasurer Harris Faberman, [faberman@aol.com](mailto:faberman@aol.com)*