

Sample Memorandum for Approval to Waive Advance Payment

Memorandum

To: Director

Through: Assistant Director - Business Management and Operations

From: Supervising Directorate Member

Subject: Reimbursable Agreement for [State, Local, or Tribal Governments] without Advance Payment

In accordance with Service Manual Part 264, chapter 2, I request your approval to incur obligations and expenditures in advance of receiving payments from [name of State, local, or tribal government or agency] for reimbursable work.

Consistency with the Service's Mission

The [name of State, local, or tribal government or agency] requested that the Service's [Region/field office] perform the following work:

Summary of services or product that we will provide and estimated reimbursement.

We estimate that completion of this work will help to [benefits to be achieved], consistent with the Service's mission.

Need to Undertake Reimbursable Work without Advance Payment.

The [name of State, local, or tribal government or agency] is unable to advance funds to the Service because [explain].

Reasons may include State, local, and tribal government constitutional prohibitions or statutes or regulations and Federal grant requirements.

Credit Worthiness of Organization

The [name of State, local, or tribal government or agency] has demonstrated prompt payments on recent reimbursable agreements with the Service.

Include history of timely payment by the recipient demonstrating credit worthiness.

-or-

The [name of State, local, or tribal government or agency] is a financially stable organization as reported by Dun and Bradstreet (*or other financial reporting organization*).

Include evidence of financial stability of the organization.

Assurance of Payments

The [title of State, local, or tribal government or agency authorizing official] has the authority to commit the organization to payments in the agreement without qualification. We have included this assurance in the agreement.

Attachment(s)

_____ Approved

_____ Not Approved

Director, U.S. Fish and Wildlife Service

Date

Comments: