Form 4-B
Checklist for Reviewing Disbursement Requests

Borrower _____ Loan Number _____

Reviewer _____ Date _____

Y=yes N=no N/A=not applicable

1. Is the request signed by an authorized individual? ☐Y ☐N
2. Have applicable loan conditions been met? ☐Y ☐N
3. Has a Plan of Operations been submitted? ☐Y ☐N ☐N/A
4. Has an operations and maintenance (O&M) manual been submitted as required? ☐Y ☐N
5. Are current budget funds sufficient to complete the project? ☐Y ☐N
6. Are costs on the request supported by invoices and construction estimates of work in place? ☐Y ☐N
7. Are construction estimates signed by the engineer and contractor? ☐Y ☐N
8. Do unit prices on construction estimates agree with the unit prices on bid proposals and approved change orders? ☐Y ☐N
9. If the request includes stored materials, have the physical on-site quantities been verified? ☐Y ☐N
10. Are all costs identified in the request eligible and allowable for State Revolving Funds (SRF) funding and allowable per the project scope? ☐Y ☐N
11. If force account costs are claimed, was a proposal approved? ☐Y ☐N ☐N/A
12. If costs of services and purchases in excess of $10,000 are claimed, have valid contracts been issued? ☐Y ☐N ☐N/A
13. Are the costs for each contracted service or purchase within the approved contract amount? ☐Y ☐N
14. Did the latest inspection indicate that construction was proceeding without discrepancies requiring correction? ☐Y ☐N