

Payment Request Checklist



The following items are required for payment requests. Common issues with payment requests are also listed. All payment requests and supporting documentation are to be submitted online through [Core-VSS](#).

Payment Request Review Items	Required for Estimated and/or Final Payment Requests
DAS 1046S Form - Summary of Invoices for Payment Request (must be signed by Superintendent) DAS 1046S Form Signed Vendor Invoices (must be signed by architect, owner's representative, payment request preparer or building committee. Owner representatives cannot sign their own invoices.) Proof of Payment for Each Signed Vendor Invoice	Estimated and Final Payments Estimated and Final Payments Estimated and Final Payments
2 Site Appraisal Letters (if payment request involves expenses related to site acquisition) Minutes from the Board of Education Meeting at which the project was accepted as complete DAS 1049F Form - Final Grant Application for a School Building Project (must be filed within 1 year of BOE acceptance of project completion) DAS 1049F Form	Estimated and Final Payments Final Payments Only Final Payments Only

Common Issues With Payment Requests	More Information on Payment Requests
DAS 1046S Form Is Not Signed Vendor Invoices Are Not Signed Owner's Representative Signs Their Own Invoice(s) (Owner Representatives cannot sign their own invoices) Variance Between DAS 1046S Form, Payment Request in Core, and Supporting Invoices	Estimated/Progress Payments Final Payments Core-VSS
CONTACT US Connecticut Administrative Services <i>Office of Grants Administration</i> EMAIL DAS.GrantsAdministration@ct.gov Website https://portal.ct.gov/das/grants	