



John Engler, Governor

DEPARTMENT OF COMMERCE

Arthur E. Ellis, Director

## SURVEY & REMONUMENTATION GRANT PROGRAM

### INFORMATION MEMORANDUM NO. 3

**DATE:** April 13, 1993

**TO:** County Grant Administrators  
County Representatives

**FROM:** Gaylord H. Yund, Acting Executive Director  
State Survey and Remonumentation Commission

**SUBJECT:** Clarification of Payment Schedule  
Contract Agreement Section I.C.2, 3, 4

The Department of Commerce, Office of Contracts and Grants, has recently notified us of the following clarification regarding documentation they require before authorizing the second and subsequent payments of the Survey and Remonumentation grant to a grantee.

As stated in the Contract Agreement, Section I.C., **"All invoices or other documentation (i.e., computer printout of account, ledger sheets, check copies, payroll information, travel vouchers, copies of leases , etc.) sufficient to reflect properly all costs claimed to have been incurred in performing this grant shall be submitted with the request for payment."** Of the items listed, a computer printout of accounts or ledger sheets are all that is necessary to forward to this office, while all other documentation is retained by you and available if requested.

The contract also states that the work progress reports shall be prepared, on forms provided by the State. You recently received the first quarter work progress report forms from us; however, we neglected to remind you of the proof of expenditure documents you must forward to this office along with the completed work progress report.

Please note, without the appropriate proof of expenditure documentation, as well as a completed Work Progress Report, no payments can be authorized beyond the start-up 30 percent advance.

If you have any questions, please contact the Survey and Remonumentation Office at (517) 373-3952.

GHY/pm