

SAMPLE MEMORANDUM - WAIVER OF ADVANCE PAYMENT

Memorandum

To: Director
Through: Assistant Director - Business Management and Operations
From: Assistant Director/Regional Director
Subject: Reimbursable Agreement for [State, Local or Tribal Governments] Without Advance Payment

In accordance with 267 FW 1, 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 and/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 organizations.

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: