

Quarterly Report Training
HSP Financial Forms

Form 437: Request for Payment

Purpose

Serves as quarterly financial report and request for payment

Section I

Self explanatory but vendors typically leave blank:

- Number 8, Contract Award Number - may be found on your contract in the upper left corner of page 2 on.
- Number 10, Requesting Period - enter the quarter for which funds are being requested

Section II - Summary of Expenditures

Four columns:

- Approved Total Program Budget - these entries must mirror the budget submitted with the contract or any subsequent budget modifications once approved by HSP.
- Actual Expenditures for Quarter - enter amounts for the quarter being reported.
- Actual YTD Expenditures - enter year to date amounts through end of quarter being reported.
- Variance - enter Total Program Budget minus YTD Expenditures
- All columns must be totaled.

Section III - Summary of Receipts

Complete Source of Funds/Actual Receipts through column:

- Enter all funds received from HSP through the end of quarter being reported. Include any funds carried over from previous fiscal year.

Section IV

Complete:

- Enter the amount of CCHSP award - this must mirror the award amount included in the contract.
- Enter payment request for quarter immediately following the quarter being reported. Beginning in FY 2002, funds will be disbursed as follows: initial payment will equal 4/12 of contract award, 2nd and 3rd quarter payments will equal 3/12 of contract award, and final payment will equal 2/12 of award or actual estimated costs, whichever is less.

Page 2 - Performance Measures

Vendors must complete page 2.

- Performance measures must mirror those outlined in the contract. HSP will enter performance measures on vendor's disks to avoid confusion, the vendors must provide corresponding data.

Type of Program	Type of Performance Measure	Target for Year	Year to Date Total Date:

CCHSP Comments: