

## OFFICE OF JUVENILE AFFAIRS

### Request for Payment of Funds

Claim must be submitted to OJA ARPA email address at: [ARPA@oja.ok.gov](mailto:ARPA@oja.ok.gov). Full supporting documentation **must** accompany claim request.

<b>SECTION I – REQUEST</b>		
1. NAME OF CONTRACTOR	3. CONTRACT AMOUNT	4. AMOUNT REQUESTED
ADDRESS	5. CONTRACT NUMBER	
CITY, STATE & ZIP	6. REQUEST NUMBER	
2. SEND WARRANT TO (IF DIFFERENT FROM CONTRACTOR)	7. PERIOD FUNDS REQUESTED (MM/DD/YY)	
ADDRESS	8. CONTACT PERSON (NAME AND TITLE)	
CITY, STATE & ZIP	9. CONTACT PERSON (PHONE)	

<b>SECTION II – STATUS OF FUNDS</b>	<b>AMOUNT</b>	<b>FOR OJA USE ONLY</b>
1. Contract Amount	\$	FUND:  DEPT:  PROG CODE:  CFDA:  OBJ. CODE:  ORDER NO.:  INVOICE NO:
2. Amount Received Before Today	\$	
3. Requested in Transit (not yet received)	\$	
4. Advancement Amount of this Request	\$	
5. Reimbursement Amount of this Request	\$	
6. Balance Remaining to Draw (1 minus sum of 2 thru 5)	\$	

<b>SECTION III-</b>
<p>I certify that this <i>Request for Funds</i> has been prepared in accordance with the terms and conditions of the OJA Contract cited, and that the amount requested is proper for payment to the Contractor or for credit to the account of the Contractor at the Contractor's bank. I also certify that the date reported above is correct. Failure to provide correct figures or to fully complete this form will require the return of this request and will cause a delay in funding.</p>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 15%; text-align: center; margin-bottom: 5px;">Date</div> <div style="width: 50%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <p style="margin-top: 5px;">Signature of Authorized Official                      Print Name of Authorized Official</p>
<div style="border-bottom: 1px solid black; width: 100%;"></div> <p>Agency Name</p>

<b>APPROVAL FOR OJA USE ONLY</b>
<div style="border-bottom: 1px solid black; width: 100%;"></div> <p>OJA Approval / DATE APPROVED</p>