

Supplemental Information  
Cost Proposals and Payment Requests  
Alabama Drycleaning Environmental Response Trust Fund  
August 2014

Use current Cost Proposal and Payment Request forms on the Board website at [www.drycleaningtrustfund.alabama.gov](http://www.drycleaningtrustfund.alabama.gov). All information on the Cost Proposal and Payment Request Forms must match the information previously submitted (i.e. name, address, Department of Revenue Account number, Tax identification number). If there is a change in ownership or address, the appropriate forms must be submitted prior to consideration of Cost Proposals or Payment Requests.

All cost must be pre-approved and covered by an authorized Cost Proposal. In order to receive reimbursement for work performed, a Payment Request must be received within 1 year of the authorized Cost Proposal or an extension shall be requested from the Board Engineer with rationale for delay of the work. Board policies are posted on the Board website at [www.drycleaningtrustfund.alabama.gov](http://www.drycleaningtrustfund.alabama.gov). Only work required by the Alabama Department of Environmental Management is eligible for reimbursement through the Alabama Drycleaning Trust Fund. The Payment Request must include actual invoices for work performed and evidence that the required reports were submitted to ADEM.

The Board's maximum reimbursement schedule is posted on the website. If a standard maximum rate is not provided, you must provide quotes from three vendors for those items with the cost proposal. This includes field equipment, analytical, drilling, capital expenses and waste disposal. You may provide an estimate for office expenses such as copies or shipping, but actual receipts are required when the Payment Request is submitted.