

# **APPENDIX H**

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## **Payment Process Flow Chart**

**State of Louisiana**

**Certification Checklist**

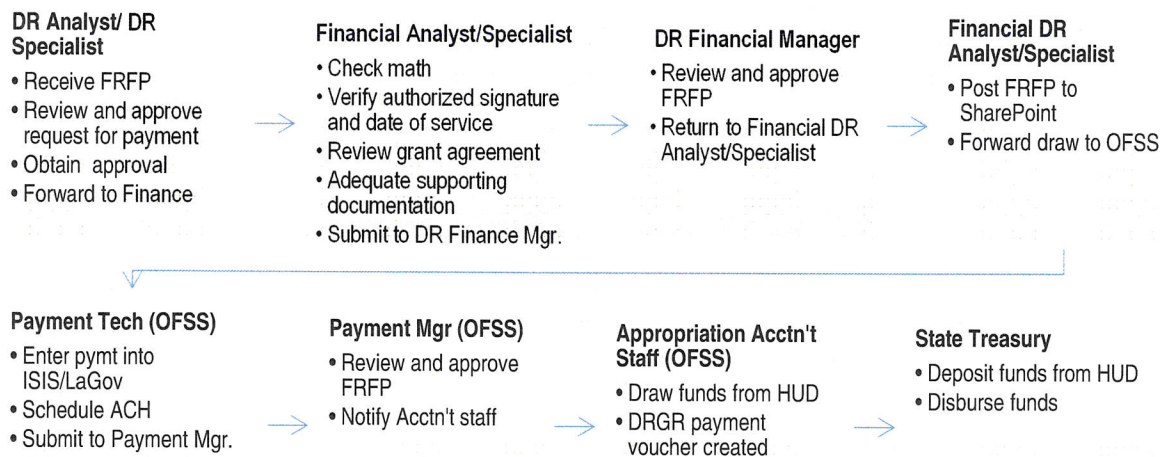
Prepared by  
Louisiana Office of Community Development/Disaster Recovery Unit

Control's questionnaire, and signed by the person designated on the Authorized Signature Form. For additional guidelines on establishing appropriate internal controls, see Section 5.

See **Exhibit VIII** for the Finance Request for Payment Instructions and **Exhibit IX** for the example Finance Request for Payment Template.

### 7.2. Finance Request for Payment Submission Process

All FRFP's are reviewed and approved by the DR Analyst/ DR Specialist and/or DR Manager for program eligibility and reasonableness prior to submission to the DRU Finance Section. Final approval is given by the DR Financial Manager by signature on the authorization line of the FRFP. In some instances, other executives with signature authority review the FRFP and can give final approval by their signature. Approved FRFP's are forwarded to the Office of Finance and Support Services (OFSS). The following process is a high-level overview of the FRFP Payment Process. Details regarding this process are outlined in the sections that follow.



#### 7.2.1. Hardcopy Finance Request for Payment Submission and Approval

Finance Requests for Payment (FRFP) may be submitted to OCD/DRU Finance via regular mail, email, hand delivery, or online. The following steps identify the submission and approval process for FRFP's submitted via regular mail, email, or hand delivery.

1. Receipt of Finance Request for Payment. FRFP's are date stamped upon arrival and sent to the appropriate Office of Community Development Program Manager via regular mail, e-mail or hand delivered.
2. Finance Request for Payment Received by DR Analyst/DR Specialist. Upon receipt of the FRFP, the DR Analyst/DR Specialist carefully reviews the FRFP to validate that the related program activities are eligible for reimbursement and are within available funding amounts. All FRFP's must include supporting documentation. The DR Analyst/ DR Specialist submits the FRFP to the DR Manager for review. The DR Manager indicates his/her review of the request for approval by signature and date.