

# On-Behalf-Of (OBO) Sub-Recipient for Direct Vendor Payment

Subrecipient:

Request Date:

Disaster Number:

Project Number:

The \_\_\_\_\_ hereby authorizes the Division of Homeland Security and Emergency Management to make direct payment to the following vendor(s) on its behalf:

<u>Vendor</u>	<u>Quote/Invoice Number</u>	<u>Amount</u>
---------------	-----------------------------	---------------

The \_\_\_\_\_ certifies that all goods and services have been or will be provided in accordance with the project scope of work, and that any portion of the invoice and/or costs deemed ineligible under the project scope of work will remain the responsibility of the Sub-Recipient for payment.

Signed: \_\_\_\_\_  
(Chief Financial Officer or Authorizing Official)

Indicate if you prefer a check mailed to you or a Direct Deposit.

Please enter your W-9 remittance address (mailing address) below:

Mail Check

Direct Deposit

Please provide a brief description below of the work that was or will be performed.

**Note:** Subrecipient must attach either the original invoice or a copy, before direct vendor payment can be made. All direct payments will be considered reimbursement to the project amount, not to exceed 75% of the total project funding, unless the 75% waiver is requested by the Assistance Officer and approved by the GAR or AGAR. An OBO Request is still considered a payment made through the subrecipient. The funds are counted towards State and/or Federal Single Audit Requirements.