

## Reimbursement Procedures

On the COP closing date the underwriter wires the sale proceeds to the Office of the State Treasurer (OST). Most of these proceeds are immediately released as reimbursements to agencies and governments, however, there are occasions where an agency or government has not yet taken possession of equipment, or a project has not been completed. In these cases, the proceeds are deposited and held in the Local Government Investment Pool (LGIP) until the state agency or local government has received and paid for the goods or services and seeks reimbursement. Reimbursement requests can be submitted at the will of the agency or government; however, it is imperative that all proceeds be spent according to IRS spenddown rules. This is typically within 18 months, depending on the type of project financed. In addition, OST will contact each agency or government periodically to discuss the status of each project with proceeds held in the LGIP.

Following are the forms that must be submitted for either immediate reimbursement on the COP closing date or for later reimbursement(s):

**Request for Release of Proceeds form** – This form provides OST the essential information needed in order to begin the reimbursement process. It also provides certification that the goods or services have been received.

**Personal Property Certificate (*equipment only*)** – This document serves as the collateral document for OST. It identifies the agency or government and the designated signer. It also describes the equipment, the vendor(s), the amount to be reimbursed, and directions for disbursement. It is important to list all equipment related to the reimbursement amount being requested. A spreadsheet can be noted and attached if necessary.

**Copies of Invoices** – Copies of all invoices for which the agency or government is requesting reimbursement. The invoice amounts must be equal to, or greater than the total requested amount on the request form.

**Proof of Payment** – Proof of payment(s) for each invoice submitted can be in the form of a remittance advice or warrant register from an official payment system, an expenditure activity report from Enterprise Reporting, or a cancelled warrant. ***It is imperative that each vendor has received payment in advance of your reimbursement submittal.***

On occasion, there might be labor charges that are associated with the work being performed on real estate projects and with certain special equipment financings. Because the lease/purchase program primarily allows for reimbursement of capital expenditures, rather than on-going operating expenses, prior review and approval by OST is necessary. Contact our office for further information on the requirements.

In some instances, OST can pay your vendor(s) directly. However, the vendor must be registered in the centralized statewide vendor system, which is managed by the Department of Enterprise Services (DES), in advance of submitting vendor pay requests. Additional information regarding the statewide vendor system and how to get your vendor(s) registered can be found at:

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

Reimbursement requests should be submitted to:

Shelly Sweeney  
COP Financial Analyst  
Office of the State Treasurer  
PO Box 40200  
Olympia, WA 98504-0200

[Shelly.Sweeney@tre.wa.gov](mailto:Shelly.Sweeney@tre.wa.gov)  
(360)902-9005