REQUEST FOR PAYMENT (RFP) PACKET

Upon receipt of an approved NOO, the NPT may begin work and/or make purchase(s).

- **Reminder: Any work done or purchases made prior to receiving an NOO are the responsibility of the NPT.**

After completing work or making a purchase, the NPT will submit an RFP packet for reimbursement.
RFP packets only need to include:

1. The RFP form,
2. Invoice(s) and
3. Proof of payment(s): ACH or canceled check.

Additional information such as meeting sign in sheets or meeting minutes are not required.

For FY23 to FY26 projects, submit RFP packets via email to the assigned CO/TIF Administrator and copy IAD Accounts Payable (iad.accountspayable@iad.nm.gov)*.

For FY27 projects, submit RFP packets via PARS.

- Multiple invoices and proof of payment can be uploaded into one request.

Please note that all active project projects will be managed in PARS by the end of the calendar year.

Upon submission of an RFP packet, the CO/TIF Administrator reviews for:
A complete RFP Form:

- *Signed by two NPT representatives: Grantee Fiscal Officer or Fiscal Agent and Grantee Representative.*

Supporting documentation:

- *Including invoices and proof of payment.*

IAD's CFO completes final review and submits packet to IAD Finance Accounts Payable for processing.

- IAD Secretary, or designee, reviews and signs TIF RFP packets.

CONTACT US

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