



The Ohio Public Works Commission

Michael Miller, Director

(Project CFO
Name
Address
City State Zipcode)

Subject: **Payment Confirmation**

This letter is to notify you that a disbursement has been made to the "Payee" designated on a disbursement request form (Appendix E) submitted by your office during the **prior month**. This letter replaces the individual mailing of copies of warrants and EFT confirmations to your local government. **You will receive a confirmation letter for each payment made for each project.** For a payment that uses both a grant and a loan, you will receive two letters. The Commission was required to make this change as a result of the implementation of the new State of Ohio's financial system or "OAKS." This letter is being provided to help assist you in complying with Auditor of State Bulletins 2002-004 (Public Works Commissions Infrastructure Project Accounting) and 2002-005 (Public Works Commission Clean Ohio Grants).

Please review the disbursement information contained below. For reference purposes, the "OAKS ID" is the vendor's identification number assigned by OAKS. It is not the vendor's federal tax ID. If you have any questions regarding a particular project or have questions concerning the dollar amount disbursed for a project, please contact your Program Representative at (614) 466-0880. For questions concerning the status of payments, please ask for a member of our Accounting staff to assist you. Additional disbursement related information can be obtained from the Commission's web site at www.pwc.state.oh.us. Once there, click on the black box "Ohio Public Works for You" and then scroll down to the bottom and click on "Vendor Check Processing." You may also find helpful information under the link "Chief Financial Officers."

Project ID: **C(ProjID) - (Project Name)**

Amount Paid: **(Amount)**

Vendor Name: **(Vendor)**

Oaks ID: **(Oaks ID)**

Payment Date: **(MM/DD/YYYY)** Voucher Number: **(Voucher Nbr)**