



## PAYMENT CHECKLIST FOR EQUIPMENT: Documents To Be Provided within One (1) Year of Registration

All items listed below must be provided to DDC in order to receive reimbursement. Please include this checklist as a cover sheet with all of the below-requested documents. Incomplete submissions will not be accepted.

**\*\*All items listed below must be provided to the DDC Project Manager assigned to your organization's project.\*\***

### **Legal Documents Required**

All the forms mentioned below can be found under the "Lien Recording Documents" tab at:  
< [http://www.nyc.gov/html/ddc/html/business/nfp\\_forms.shtml#recording](http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording) >.

#### Attorney Equipment Lien Attestation Form

- Before the Funding Recipient's attorney may complete DDC's required Attorney Equipment Lien Attestation form, the Funding Recipient must make sure to provide its attorney with DDC's [UCC Guidelines](#) for a detailed explanation of the agency's lien review and UCC filing requirements.
- Once all of the requirements mentioned in DDC's [UCC Guidelines](#) are complete, then the Funding Recipient's attorney must prepare and sign-off on DDC's Attorney Equipment Lien Attestation form after the necessary UCC-1 financing statement and any UCC-3 amendment statements, as applicable, are filed with the New York State Department of State.

#### Software License Assignment(s), (if applicable)

- Submit the final versions of all applicable software license assignment agreement(s) for each vendor.

### **Payment Reimbursement Forms**

DDC's Procurement Forms can be found under the "Payment Requisition Forms" tab at:  
< [http://www.nyc.gov/html/ddc/html/business/nfp\\_forms.shtml#recording](http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording) >.

#### Procurement Affirmation

- This form must be fully completed and all attachments must be included.

#### Electronic Funds Transfer (EFT) Form

- The EFT Form is located in **Schedule I** of the Funding Agreement.

#### Payment Requisition Forms

- Please complete both DDC Payment Requisition Forms A & C.
- These forms must be accompanied with copies of all receipts and proof(s) of payment.

### **Compliance and Inventory Reporting**

**\*\* Note: Pursuant to the Equipment Funding Agreement, all Funding Recipients that receive reimbursement from the City must also remember to submit: 1) a yearly Compliance Report; and 2) an Inventory of the City-funded Equipment, to the City at the following address:**

Attn.: Compliance Officer, Counsel's Office  
Office of Management and Budget  
255 Greenwich Street  
New York, New York 10007