

**Foreclosure Prevention**

**Request for Payment**

Click here to enter a date.Click here to enter invoice #**.**

Click to enter Agency Name.

Click to enter Street Address.

Click to enter State and Zip Code.

**Month of Sessions:** Click here to enter a date..

**Number of Clients Counseled**

**Level 1:** Click to enter. **x $150** = $ Click to enter.

**Level 2:** Click to enter. **x $300** = $ Click to enter.

**Amount Requested by Agency: $**Click here to enter amount.

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***Agency Representative Signature Required Date***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# FOR CHFA USE ONLY

**□Invoice will not be paid**

*(Submitted after deadline)*

**FINANCE PURCHASE ORDER**

**PO# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# Clients Counseled:**

**Level 1: \_\_\_\_\_\_\_ x $150** = $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Level 2: \_\_\_\_\_\_\_ x $300** = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount to be Processed:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entered in Argus by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_**

*Supervisor/Budget Manager Signature*

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_**

*Director Homeownership Programs*

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_**

*Managing Director of Homeownership Programs*