



Request to Pay Form

1. For use with Training special Provision (TSP) Training:
 - a. General guidelines:
 - I. Submit the “Request to Pay form” directly to the CC RoadWise OJT Program coordinator, detailing the information for each of the trainees on the project for which reimbursement is requested.
 - II. NOTE: reimbursement is not available for trainees who have completed less than ½ the required training on this project, unless special arrangements have been made with the CC RoadWise OJT Program Coordinator ahead of time.
 - III. If the full Training special Provision” requirement was not met on the project, an explanation for the failure to complete the training must accompany the “Request to Pay Form.”
 - b. After being reviewed and approved by the CC RoadWise Program Coordinator, a copy of the form and attached “Memo to Pay” or “Memo to NOT Pay” is distributed as indicated below:
 - I. Original kept on file at CC RoadWise Office.
 - II. Copy sent to PCE
 - III. Copy sent to the Contractor
2. For use with contractor’s General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):

This form is not needed with the contractor’s general On-the-Job Training Program. It is needed only when training is being done in fulfillment of Training Special Provision requirements.