



# CITY OF TOPEKA

FINANCIAL SERVICES

Nickie Lee

Director of Finance and Administrative Services

City Hall, 215 SE 7<sup>th</sup> Street, Suite 358

Topeka, KS 66603-3914

Tel: (785) 368-1653

## Community Improvement District Reimbursement Request

Submit requests to:

City of Topeka Director of Finance and Administrative Services

215 SE 7th Street, Suite 358

Topeka, KS 66603 or fax to: 785-368-3975

Submission Date:	_____
City Project Number:	_____
Request Number:	_____

Please visit the following link for CID policies and procedures:

<https://www.topeka.org/finance/community-improvement-tax-increment-financing-districts/>

Reimbursement is contingent upon sales tax revenue received.

Minimum reimbursement is \$1,000.00.

Please include supporting documentation (copies of invoices and checks).

Type *	Vendor Name	Invoice #	Invoice Date	Payment Date	Time period of work	Requested Amount
<b>Page 1 Total</b>						<b>\$ -</b>

**\* Note**

- 1 = Land Acquisition
- 2 = Public Infrastructure
- 3 = Relocation Costs
- 4 = Demolition
- 5 = Site Prep
- 6 = Legal and Third Party Reports

Please use page 2 for additional items.

**Certification:** I certify that the above listed costs are eligible CID costs and were incurred as part of the CID project listed above. Costs have not previously been submitted and they reflect actual costs expended. There are also no outstanding or anticipated liens for the work.

<p><u>Office Use Only:</u></p> <p>Finance Approval: _____</p> <p>Engineering Approval: _____</p>
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

