



Commonwealth of Virginia
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Policy and Procedures Guidance Bulletin #3

Topic: minimum dollar limit for partial requests for reimbursement March 21, 2008

Issue: DOAV continues to receive partial requests for reimbursement for amounts less than \$1,000.

Guidance: Sponsors may submit requests for reimbursement throughout the duration of a project. These requests are referred to as partial requests. DOAV requires that partial requests for reimbursement must be for at least \$1,000. If a partial request for less than \$1,000 is received, DOAV will return the request to the sponsor.

A final request for reimbursement, to be submitted after the completion of the project, does not have a minimum dollar limit.

For a project with total eligible costs less than \$1,000, one request for reimbursement should be submitted after the completion of the project.

Regarding quarterly AWOS and airfield lighting inspection projects, four inspections comprise one maintenance project. As a partial request must be for at least \$1,000, a sponsor may need to wait until after two or three quarterly inspections have been conducted before submitting a partial request for at least \$1,000.

Reference: *Airport Program Manual*
6.6.2 Reimbursement (Airport Capital Program)
7.6.2 Reimbursement (Facility and Equipment Program)
8.6.2 Reimbursement (Voluntary Security Program)
9.6.2 Reimbursement (Maintenance Program)

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