

## **Loan Disbursement Process Non-Traditional Projects (Non-ODOT Let)**

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- Step 1** Borrower incurs eligible expenses. Borrower receives invoice from Vendor/ Contractor.
- Step 2** Borrower submits SIB Disbursement Forms A and B that includes the eligible expenses and supporting documents to the ODOT District Office (if applicable), or directly to the Division of Finance.
- a) If submitted to District Office, the invoice is reviewed by District Office, and either approved and forwarded to Division of Finance, or returned to Borrower for amendment. A site visit may be arranged by District Office personnel.
- Step 3** Division of Finance receives the invoice from either Borrower or District Office.
- Step 4** Division of Finance reviews the invoice and associated documents for eligible expenses, appropriate charges, etc.
- Step 5** SIB Administrator approves or disapproves the invoice for reimbursement.
- a) If the invoice is disapproved, SIB Administrator notifies the Borrower of issues in question.
- Step 6** When approved, SIB Administrator submits the invoice to Office of Accounting for processing.
- Step 7** Office of Accounting issues a warrant in the name of the Borrower, and forwards to SIB Administrator.
- Step 8** SIB Administrator forwards actual warrant to Borrower.
- Step 9** Division of Finance records are updated to show disbursement made to Borrower.