



Government of Newfoundland and Labrador
Department of Municipal Affairs
Municipal Engineering and Planning Branch

doc. E56174

CIRCULAR

To: All Municipalities, Local Service Districts & Engineering/Architectural Consultants

**Re: Year End Claims – March 31, 2010
Municipal Infrastructure Programs**

Date: January 25, 2010

This will serve as a reminder that the date for the receipt of claims for payment of the Federal and/or Provincial share for all goods, works and services performed up to March 31, 2010 is April 9, 2010.

In order to avoid delays in processing claims for payment, please ensure that all claims are supported with the following documentation:

- a) project status report**
- b) job control sheet**
- c) contractors' claim/engineering/architectural fees**
- d) letter of request from the Town for the Federal/Provincial shares**

It is imperative that invoices for all goods, works and services performed up to March 31, 2010 be received by April 9, 2010; as there is no provision in the 2010/2011 Departmental Estimates for these expenditures.

Should you have any questions regarding this matter, please feel free to contact Mr. John O'Leary at 729-5330.

Thanking you in advance for your co-operation.


CLUNNEY MERCER, P. ENG.
Assistant Deputy Minister

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cc: Regional Offices
cc: Mr. J. O'Leary