

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT  
UNDERGROUND STORAGE TANK REDEVELOPMENT TRUST FUND

**REIMBURSEMENT GUIDELINES**

**TO AVOID PAYMENT DELAYS AND UNNECESSARY  
DENIALS FOLLOW THE GUIDELINES LISTED BELOW**

- 1) Complete a *Request for Reimbursement Form* for all reimbursement requests; submit one copy of the form and one copy of all supporting documentation. The form must be complete or it will be returned.
- 2) Upon completion of the preapproved scope of work to remove the underground storage tank(s), KDHE will authorize reimbursement of 90% of the approved costs as outlined on the vendor's bid sheet up to a maximum limit of \$25,000.00. Please remember, all reimbursement requests must be submitted on a *Request for Reimbursement Form*.
- 3) **All invoices must be itemized in the same format as the bid. Invoices not completed in this format will be returned.**
- 4) KDHE will allow reimbursements to be paid jointly to the trust fund applicant and tank removal contractor. To do this, a co-payee must be designated in Section 1, D of the *Request for Reimbursement Form*. If a co-payee is not designated, the applicant must submit a copy of the front and back of the canceled check with the *Request for Reimbursement Form*. In lieu of a canceled check, KDHE will accept an affidavit from the contractor stating they have been paid in full for the preapproved tank removal costs. The affidavit must be on the contractor's letterhead. Reimbursement requests not submitted with the appropriate documentation will be returned.
- 5) KDHE will reimburse the contractor directly for preapproved tank removal costs when the applicant has provided them with a *Limited Power of Attorney*. The signed and dated Limited Power of Attorney form must be submitted with the request for reimbursement. Please see the *Limited Power of Attorney Form* on our website at [http://www.kdheks.gov/tanks/trust\\_fund/ust\\_property.htm](http://www.kdheks.gov/tanks/trust_fund/ust_property.htm).