**EQUIPMENT VERIFICATION EMAIL TEMPLATE**

**Purpose:**

Verification is required prior to payment for equipment reimbursement on equipment expenses with a per unit incurred cost of $500K or greater, or when a single vendor provides equipment totaling $500K or more. Vendors often refuse to provide information directly to an Energy Commission CAM.

**Instructions:**

1. Recipient Sends E-Mail to Vendor, CC’ing CAM
2. Vendor responds to the questions on the email and submits responses to both Recipient and CAM.
3. CAM uploads the email into PIMS for record keeping.

**EMAIL SUBJECT:** [Agreement Number] - Equipment Purchase Verification

**EMAIL TEXT:**

Dear [name of vendor contact],

Can you please respond to [CEC agreement manager name] (CC’d) to verify for the California Energy Commission (CEC) the purchase and payment for the [product name] purchased by [recipient name], per invoice [vendor invoice number] (attached), by responding to the questions below?

1. Was the equipment listed on the attached invoice purchased by [recipient name]? If yes, what was the total cost?
2. Has [recipient name] paid the invoice in full?
	1. If yes, when was the invoice paid in full?
	2. If no, please describe the payment plan for [recipient name] to pay the invoice in full.
3. Has the equipment been delivered and/or installed (if applicable)?
	1. If yes, what was the date of delivery and/or installation (if applicable)?

Responses to the above questions are required by the CEC for reimbursement from the CEC’s grant, for project related expenses incurred by [recipient name].

Thank you,

[recipient representative email signature]