

Advance Payment Schedule Template

	2025 Calendar Year										2026 Calendar Year										2027 Calendar Year										2028 Calendar Year																
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Request Submitted for advance payment by subrecipient <i>(deadline: 15<sup>th</sup> each month)</i>					RS1		RS2			RS3			RS4			RS5			RS6			RS7			RS8			RS9			RS10			RS11			RS12										
Internal Controls (ODF) processes and submits payment request(s) to USFS <i>(~2-3 weeks)</i>					IC1		IC2			IC3			IC4			IC5			IC6			IC7			IC8			IC9			IC10			IC11			IC12										
USFS Approves (or rejects) advance payment request <i>(~2-3 weeks)</i>						UA1		UA2			UA3			UA4			UA5			UA6			UA7			UA8			UA9			UA10			UA11			UA12									
Payment Released to subrecipient <i>(~30-45 days after submission, estimated 1<sup>st</sup> of the month)</i>						PR1			PR2			PR3			PR4			PR5			PR6				PR7			PR8			PR9		PR10			PR11			PR12								
Spending Deadline for advance payment <i>(90 days from the payment date in OregonBuys)</i>									SD1			SD2			SD3			SD4			SD5				SD6			SD7			SD8			SD9			SD10			SD11			SD12				
Payment Verification submitted by subrecipient <i>(within 2 weeks after the spending deadline)</i>									PV1			PV2			PV3			PV4			PV5				PV6			PV7			PV8			PV9			PV10			PV11			PV12				

Legend:

- **Red** = Subrecipient Action, **Black** = ODF/USFS Action
- RS = Request Submitted by subrecipient, IC = Internal Control process (ODF), UA = USFS Approves payment, PR = Payment Released to subrecipient, SD = Spending Deadline, PV = Payment Verification deadline.
- Number indicates which advance payment the step is referring to (e.g., SD2 is the spending deadline for the second advance payment).

**Note:** Dates and timeframes are theoretical and subject to change based on subrecipient needs and administrative processing times (see the [UCF Frequently Asked Questions Document](#) for more advance payment process and deadline details). See the [claim submission tutorial](#) for instructions on how to submit an advance payment request and advance payment verification.