

SNILD APPROPRIATIONS

Guidance Document

Developed by:
Department of Finance, Office of the Secretary (2025)

GUIDANCE DOCUMENT



Congratulations! You Have Been Awarded Funds Through your Legislative Delegation

Dear Recipient,

We are pleased to inform you that your organization has been awarded funds through the legislative delegation to support a community development project. This funding is intended to help achieve specific goals that will enhance the impact and potential of our community. The Department of Finance (DOF) will work closely with you to ensure these funds are used effectively, transparently, and in accordance with all applicable guidelines.

Please note that the DOF can only begin the process once the Governor has signed the appropriation into law.

To ensure the timely release of your funds, please follow the steps below:

Step 1: Access the [CNMI Law Revision Commission Website](#)

Step 2: Locate the Authorizing Law

- Navigate to: Legislative > Local Laws > Select the relevant island
- Click the PDF icon to view the authorizing law.

Step 3: Review the Law

Appropriations under the authority of Secretary of Finance require additional documentation and compliance before funds can be distributed. This includes mandatory expenditure reporting from all funded entities.

Step 4: DOF Requirements

Requirement #1: Vendor Registration in Munis

Your organization must be registered as a vendor through [CNMI Vendor Self-Service](#) in Munis.

To complete registration, upload the following documents:

- Valid Business License
- 1099 Form
- Certificate for Nonprofits (available from the Department of Commerce), if applicable
- Optional: Voided Check (if you prefer to receive funds via EFT/bank transfer; include a check with a non-blocked mailing address)

Financial Services will adjust the vendor state information as needed. Since CNMI is not listed, updates done by Financial Services will be made before approval.

For any questions or concerns about CNMI Vendor Self-Service, please contact us at vendorhelp@dof.gov.mp or call the Division of [Financial Services](#) at (670) 322-1201/2/3.

For questions on purchase orders, contracts, and bids, please reach out to [Procurement Services](#).

Requirement #2: Cover Letter

Submit a cover letter detailing the purpose of the funds stating the Saipan Local Law appropriation line item and the amount appropriated to your organization. The cover should also include a point of contact with phone number and email address.

Requirement #3: Spending Plan

Submit a detailed breakdown of how the funds will be used. This can be submitted either via email to sof.financialservices@dof.gov.mp or delivered in person to the Department of Finance at Capitol Hill

Requirement #4: Expenditure Report

Once you receive the funds, it's critical to keep all receipts and supporting documentation. Submit these records to the Department of Finance for expenditure reporting:

- **Email:** sof.financialservices@dof.gov.mp.
- **In-person:** Capitol Hill

Failure to submit proper documentation may delay future funding.

Step 5: Review & Approval

Your spending plan will be reviewed by the Secretary of Finance. Once you have submitted your documents, the DOF will review your spending plan and supporting materials. After approval, DOF will initiate payment processing (including invoice and disbursement).

Step 6: Payment

Treasury typically issues the funds as a printed check payable to the vendor, with the invoice number typically following the appropriation line. EX: SLL 24-XX 2(A) If you have selected payment by EFT, the funds will be directly transferred to the bank account indicated in Vendor Self Service.

If you wish to switch to Electronic Funds Transfer (EFT), you can update your payment method through Vendor Self Service.

Please feel free to reach out if you have any questions or need further assistance.

SAMPLE COVER LETTER

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

Secretary Tracy B. Norita
Department of Finance
PO Box 5234 CHRB
Saipan MP, 96950

Dear Secretary Norita,

I am writing to formally submit an expenditure plan under SLL XX-XX Section 2(X), in the amount of \$XX,000.00. As the expenditure authority for [Department/Organization Name/ (Vendor #)], this request outlines the intended use of the funds to ensure transparent and responsible financial management in accordance with the provisions of the appropriation.

[Insert a brief description of your program/organization's purpose and goals. For example: "Our organization is dedicated to improving community health outcomes through targeted outreach, education, and support services. These funds will allow us to expand our efforts to [specific goals], directly benefiting [target community or group]."]

The total appropriation of \$ XX,000 will be allocated according to our detailed spending plan. Each expenditure has been carefully reviewed to ensure it aligns with our project's goals and maximizes the impact of the funds.

In compliance with mandatory reporting requirements, I will submit a detailed expenditure report, along with all supporting documentation for costs incurred, as per the guidelines set by your office.

Thank you for your attention to this request. I look forward to your approval, and please feel free to contact me should you require any further information or clarification.

Sincerely,
[Your Name]

SAMPLE SPENDING PLAN

Spending Plan (by Category)		
Category	Details	Planned Spending
Personnel	Names: John Doe, Jane Smith. Hourly rate: \$30/hour for John, \$25/hour for Jane.	\$5,000
Professional Services	Consulting services for program evaluation. Description: Evaluators will assess the effectiveness of the program over 3 months.	\$3,500
Contracts	Service: Construction of new community center. Contractor: ABC Builders. Description: Construction and setup of a community center for local events.	\$15,000
Supplies	Types: Office supplies (paper, pens, folders), cleaning materials for events. Costs: Office supplies (\$500), cleaning materials (\$200).	\$700
Equipment	List: 2 laptops for staff, 10 tables, 30 chairs. Costs: Laptops (\$1,200), tables (\$800), chairs (\$600).	\$2,600
Travel	Purpose: Staff travel for site visits to the island of Tinian and Rota. Costs: Airfare (\$1,200), hotel accommodation (\$800), meals (\$400).	\$2,400
Training	Type: Community outreach training. # of people: 5 staff members. Costs: Training sessions (\$1,000), materials (\$200).	\$1,200
Donation	Recipients: Local charities. Purpose: Donations for food and clothing. Amount: \$1,000 to each charity.	\$2,000
Rentals	Event: Annual community festival. Date: December 5, 2025. Costs: Venue rental (\$2,000), Tent and Tables (\$500).	\$2,500
Other	Miscellaneous items: Marketing materials (flyers, social media ads). Costs: Flyers (\$300), ads (\$400).	\$700
Total		\$34,400