



## 2018 Fire Training Reimbursement Program Propane Dealer Rules & Definitions

To participate in the program, Illinois propane dealers need to sign and return the Dealer Participation Agreement Form (DPA) each year;  
Reimbursement checks cannot be processed until the signed DPA is on file in the IPGA office.

### Overview

Illinois marketers can be reimbursed for the propane gallons used when participating in an IPGA approved fire burn training program. The reimbursement is for the company's laid-in cost of propane, plus sales tax, plus 45 cents per gallon used during the training to help cover labor costs.

**(Surcharges, Hazmat fees, ILPERC or PERC fees WILL NOT be reimbursed)**

### To qualify for this program:

1. You have signed and returned the Dealer Participation Agreement (DPA) to IPGA.
2. An application must be made on the forms provided by the IPGA.
3. The propane gas used must be provided by an authorized Illinois propane dealer.
4. All required documentation must be provided along with the necessary documentation within 90 days of the fire training event.

### Definitions:

**Dealer Participation Agreement** – a form signed by the company representative, due every year of participation.

**Application** -- The set of forms prescribed by the IPGA for the purpose of applying for and/or assigning a reimbursement, including all required supporting documentation. All applications are considered on a first-come, first-served basis according to the dates of completeness and the postmark date of a mailed application or the date a hand-delivered application is stamped at the **IPGA** office at **5240 South Sixth Street Rd, Springfield, IL 62703-5128**.

**Propane Dealer:** An authorized Illinois propane dealer is a person or company, located in Illinois, that delivers propane in bulk to residential and commercial customers, and must be participating in this program, and has returned the signed Dealer Participation Agreement (DPA) to IPGA.

### Required Documents:

**Application:** The IPGA Fire Training Reimbursement Request application, signed by the Fire Chief or Training Officer of the "event" organizing fire department.

**Meter Ticket:** A copy of the meter ticket showing the metered gallons used during the fire training, plus sales tax (on the laid-in cost of propane only that was used) and the \$0.45 per gallon labor charge as a separate line item.

*(IPGA is NOT Tax exempt – Please include sales tax only on the amount of propane used)*

**Wholesale Invoice:** A copy of the wholesale suppliers' invoice / bill of lading verifying the wholesale cost of the propane used, the invoice / bill of lading **MUST** show the Illinois PERC / PERC fees as a separate line item.

*(Illinois PERC, National PERC or other fees ARE NOT reimbursed.)*

**Sign in Sheets:** A copy of the sign in sheets available on the IPGA website - showing the Name of the student and the name of the Fire Dept. they are representing.

**NOTE:** All required reimbursement paperwork must be received at the IPGA office no later than 90 (ninety) days after the date of the event, IPGA is not held responsible for lost or incomplete paperwork. All documentation must be received prior to consideration of reimbursement payments.

**ALL APPLICATIONS RECEIVED AFTER 90 DAYS WILL BE DENIED.**