

For each expense, to request reimbursement, grantee must provide:

- 1) A **paid** invoice
AND
 - 2) A highlighted bank/credit card statement
AND (If paying by check)
 - 3) A copy of the cleared check from your bank
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1. Paid invoice requirements:
 - a. Invoice must include an official letterhead of contractor, spelled correctly. If contractor has a logo, it should be included.
 - b. Invoice must be marked as "paid". If paid in cash, invoice must note grantee "paid in cash".
 - c. Invoice must be complete, i.e. the document should not be cut-off, if there is a line for a signature it must be signed by the appropriate party, etc.
 - d. Invoice must show address of work being completed
 - e. Invoice must indicate specific scope work being completed
 2. Highlighted bank or credit card statement requirements:
 - a. Bank statement must show letterhead of bank
 - b. Bank statement must show date of funds being cleared from bank
 - c. If paying by card, bank statement must show contractor's name
 - d. If paying with check, bank statement must show the check number associated with the copy of the cleared check
 - e. Bank statement must show name of grantee as reflected in grant agreement
 3. Requirements for the copy of cleared check from your bank (if an expense was paid by check)
 - a. Copy must show the Front AND back of the cleared check
 - b. Check memo must clearly match **one** of the following: the scope of work, the address of the business as listed on the invoice and original estimate, the address of work being completed. If the memo is not related to the scope of work, it may not be accepted.
 - c. Check must be dated within the term listed in grant agreement