



## REIMBURSEMENT DOCUMENTATION CHECKLIST

<b>Documentation</b>	<b>Description</b>
<input type="checkbox"/> Invoices for Expenses	An invoice broken out by individual projects
<input type="checkbox"/> Pay Requests	Pay requests by contractors
<input type="checkbox"/> Progress Estimate	Preferably an excel sheet
<input type="checkbox"/> Proof of Payment	Check, wire, receipt, or any other proof of payment
<input type="checkbox"/> Escrow Account Statement	5% retainage requirement proof
<input type="checkbox"/> Change orders	Any new amendments and/or Change Orders
<input type="checkbox"/> Grantee Staff Workforce	If you have an approved budget for staff time reimbursement
<input type="checkbox"/> Remittance Information	The proper remittance address and corresponding documentation
<input type="checkbox"/> Title VI	An up-to-date Title VI Certification
<input type="checkbox"/> MOU	Memorandum of Understanding when reimbursements take place between entities, i.e. County & Utility District

*\*There may be additional required documents, but these are the primary reimbursement requirements.*