**Grantee Invoice Supporting Documentation Checklist**

**Grantee Name:**

**Program:** **Invoice #:**  **Reporting Period:**

This Checklist will be the cover page of your supporting documentation packet. Complete the checklist to match the invoice listed above. **This Checklist is not an invoice**; you must submit your invoice separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Grant Funds**  | **Attached Docs** | **For BSCC Use Only** |
| **✓** | **Comments** | **Initial** |
| 1. Salaries & Benefits |  |  |  |  |  |
|  2. Services & Supplies |  |  |  |  |  |
| 3. Professional Services or Public Agencies |  |  |  |  |  |
|  4. NGO Subcontracts |    |  |  |  |  |
|  5. Data Collection & Evaluation |    |  |  |  |  |
| 6. Equipment/ Fixed Assets |    |  |  |  |  |
|  7. Financial Audit (Up to $25,000) |    |  |  |  |  |
|  8. Other (Travel, Training, etc.) |    |  |  |  |  |
|  9. Indirect Costs |    |  |  |  |  |
|  **Invoice Total** |  |

I have reviewed the attached invoice packet and supporting documentation and hereby certify it is true and correct; that the supporting documentation is sufficient to substantiate expenditures; and that all expenditures claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name, Signature, Date