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## Instructions for Completing the Invoice Supporting Documentation Packet

**Important Note:** Before beginning this process, please note that completing this Supporting Documentation Packet and completing the Grantee Invoice (Form BSCC 201) are two separate processes. You must do both. 1) Submit your invoice as normal; and 2) complete the steps outlined below to submit your Supporting Documentation Packet. The Grantee Invoice Supporting Documentation Checklist (Checklist) is not an invoice and cannot be processed as such.

### A. Supporting Documentation Clarification

All grant funds, match, or leveraged amounts listed on your invoice must also be listed on your Checklist and be substantiated with the types of supporting documents described below.

1. **Salaries and Benefits:** You must complete the Salaries and Benefits Worksheet listing all staff whose salaries and benefits were claimed as grant expenditures, match or leveraged funds in the Salaries and Benefits category of the invoice.
  - a. The Authorized Financial Office must sign the Salaries and Benefits Worksheet to certify that the information is true and correct.
  - b. Do not submit timesheets with your desk review packet.
  - c. All timesheets and supporting documents (including time studies) must be maintained on the project site and available to BSCC staff upon request.
2. **Services and Supplies:** Electronic documentation will include itemized receipts, customer invoices, supplier invoices, itemized cash register tapes, internet receipts, etc.
  - a. The following items should be easily identifiable: vendor name, form of payment (cash, credit), amount of item or service, totals paid, dates of purchase, description of items.
  - b. If an itemized receipt contains both reimbursable and non-reimbursable items, submit a copy of the entire receipt, but make sure that the reimbursable items are highlighted or circled so they can be easily identified.
  - c. If there are multiple documents submitted for this line item, include a coversheet for the section that lists and totals the expenditures charged to the grant. The total must match what is listed on the invoice.
3. **Professional Services:** Use copies of invoices, work orders, etc. to substantiate costs for this line item.
  - a. If the invoice or work order does not provide sufficient detail, include a one-page statement that details the amount and how the expense meets the requirements of the grant program.
  - b. All supporting documents must be maintained on the project site and available to BSCC staff upon request. Do not submit timesheets. Only submit the invoice or work order and a one-page explanation if needed.
4. **Community Based Organization (CBO) / Non-Governmental Organization (NGO) Contracts:** Submit a copy of the invoice(s) to substantiate charges for this line item.
  - a. If the invoice does not provide sufficient detail, add a one-page statement that explains the expenditures and how they meet the requirements of the grant program.
  - b. Do not submit timesheets. All supporting documents necessary to substantiate the amount listed on the invoice must be maintained on the project site and available to BSCC staff upon request.

5. **Indirect Costs / Administrative Overhead:** Submit a one-page statement, stating what indirect costs are included, what the total amount is and what percentage is used in the calculation. Provide the methodology used to determine what percentage is claimed.
6. **Fixed Assets / Equipment:** Use copies of invoices or receipts to substantiate costs for this line item. Note: Items or total package costs that exceed \$3,500 require prior approval.
7. **Data Collection / Evaluation:** Use copies of invoices, work orders, etc., to substantiate costs for this line item. If the invoice or work order does not provide sufficient detail, include a one-page statement that details the amount and how the expense meets the requirements of the grant program.
8. **Other:** Include supporting documentation to substantiate expenditures for training, travel, or any costs that do not fall within the categories above. These may include invoices, receipts, etc.

## B. Preparation

1. In your Supporting Documents Packet, include sufficient supporting documentation to clearly and accurately substantiate each amount claimed for reimbursement, match or leverage.
2. Each item and dollar amount listed on the invoice must also be listed on the Checklist. Remember these are two distinct documents and processes. To receive reimbursement, you must submit your invoice separately, and it must be completed according to instructions including expenditure descriptions. Review of the supporting documents will not delay payment of your invoice.
3. Label (handwritten is permissible) all documents to be submitted as verification for reimbursement with the Budget Line Item and Document Number (i.e., Assets/Equip – Doc #1, Assets & Equip –Doc #2, etc.). **Highlight** (or circle document labels and claimed amounts).

My Company name		Sales Receipt		
My company slogan		Date: September 2, 2013		
Name: [Name of the person or a company]		Receipt #		
Address: [Address]				
[Address]				
<b>Assets &amp; Equip Doc #4</b>				
Code	Description	Qty	Price	Amount
12345	Product 1	10	10.00	100.00
54321	Product 2	20	15.00	300.00
Sale made by: Maria Carter		Subtotal	\$	400.00
		Discount		-
		Sales Tax Rate	%	10.00
		Sales Tax	\$	40.00
		<b>Total</b>	<b>\$</b>	<b>440.00</b>
Credit Card No.		Cash		<input checked="" type="checkbox"/>
Check No.		Credit Card		<input checked="" type="checkbox"/>
Money Order No.		Check		<input checked="" type="checkbox"/>
		Money Order		<input checked="" type="checkbox"/>
Four Hundred Forty and NO				

4. Only expenses that are incurred and paid for by the grantee during the grant cycle and before the end date of the applicable invoicing period are eligible for reimbursement. This means the dates on all supporting documents must fall between grant start date and the end date of the applicable financial reporting period. The only exception to this is during the 90-day liquidation period at the end of an award. For further direction on funds disbursement and liquidation periods, refer to the most current version of the BSCC Grant Administration Guide, which can be viewed [here](#).

- It is your responsibility to ensure that supporting documents easily correlate to the Supporting Documentation Checklist and the line items on the invoice. If the documentation for any line item is unclear (for example, many receipts for a single line item) prepare a summary cover page for that line item section. If BSCC staff is unable to easily match supporting documents to itemized expenses, your packet may be returned for further clarification.

**C. Assembling and Submitting Supporting Documentation Packet**

- Complete the Checklist. The Checklist must be signed by the Authorized Financial Officer and is the required face page for your electronic Supporting Documentation Packet. Ensure all supporting documents are accurately labeled and matched to the amounts listed on your Checklist.

Grantee Invoice Supporting Documentation Checklist					
<b>Grantee Name:</b>					
<b>Program: Adult Reentry Grant</b>		<b>Invoice #:</b>		<b>Reporting Period:</b>	
This Checklist will be the cover page of your supporting documentation packet. Complete the checklist to match the invoice listed above. <b>This Checklist is not an invoice</b> ; you must submit your invoice separately.					
	Grant Funds	Attached Docs	For BSCC Use Only		
			✓	Comments	Initial
1. Salaries & Benefits	\$9,625	Salaries & Benefits worksheet			
2. Services & Supplies	\$489	Serv & Sup – Doc #1 Serv & Sup – Doc #2			
3. Professional Services	\$6,210	Prof Serv – Doc #1			
4. NGO Subcontracts	\$25,000	NGO Subcontracts Doc #1 NGO Subcontract Doc #2			

- Compile documents in the following order:
  - Supporting Documentation Checklist signed by the Authorized Financial Officer
  - Salaries and Benefits Worksheet signed by the Authorized Financial Officer
  - All other supporting documentation for amounts claimed, by expenditure category in the order listed on the Grantee Invoice & Supporting Documentation Checklist.
- Scan all documents together to create a single electronic .pdf document.  
Save and name your document: Grantee, Supporting Docs for Inv#. For example: City of Los Angeles Supporting Docs for Inv #3
- Attach your Supporting Documentation Packet to an email and in the subject line list: Grantee Name, Supporting Docs for Inv #. For example: City of Los Angeles Supporting Docs for Inv #3.  
Email your electronic Supporting Documentation Packet to the same email address used to email invoices. It is listed in your invoice workbook.: