

REIMBURSEMENT CHECKLIST

After taking delivery of equipment and/or services, complete and submit this checklist along with any additional documentation as directed by the approving agency to apply for reimbursement of the Federal and State shares of the projects cost as applicable.

The Checklist below is intended to offer guidance through the collection process of a procurement to assure, as comprehensive as possible, strong file retention when utilizing federal funding, it does not constitute full compliance. State and local procurement guidelines may supersede federal practices and should be reviewed for further compliance requirements.

- ☐ Copy(s) of the final Invoice(S)
- ☐ Copy(s) of the cancelled check or other proof of payment.
- ☐ All required Certifications associated with Post Delivery purchase(s) assuring compliance with federal regulations.
- ☐ Any required inventory sheets, status reports, and disposal documentation.
- ☐ Signed Third Party Agreements, if applicable.
- ☐ Property Management Plan(s) (documentation for maintaining adequate maintenance procedures for equipment purchases over \$5,000).
- ☐ Certification of acceptance of equipment and/or services was signed below.

Certification of acceptance: I certify, on behalf of the applicant, that the equipment and/or services associated with the attached invoice(s) has been performed and found acceptable to the specifications as requested.

Print Name: _____

Signature: _____

Title: _____

Date: ____/____/____