

## Grantee Invoice Supporting Documentation Checklist

**Grantee Name:**

**Program: Adult Reentry Grant**

**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					
4. NGO Subcontracts					
5. Equipment / Fixed Assets					
6. Data Collection and Progress Reporting					
7. Other (Travel, Training, etc.)					
8. Indirect Costs					
<b>Invoice Total</b>		<b>\$</b>			

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.

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Authorized Financial Officer: Printed Name, Signature, Date