**Grantee Invoice Supporting Documentation Checklist**

**Grantee Name:**

**Grant 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
 |       |       |  |  |  |
| 1. Services & Supplies
 |       |       |  |  |  |
| 1. Professional Services
 |       |       |  |  |  |
| 1. NGO Subcontracts
 |       |       |  |  |  |
| 1. Indirect Costs
 |       |       |  |  |  |
| 1. Equipment / Fixed Assets
 |       |       |  |  |  |
| 1. Data Collection
 |       |       |  |  |  |
| 1. Project Evaluation
 |       |       |  |  |  |
| 1. Sustainability Planning
 |       |       |  |  |  |
| 10. Other |       |       |  |  |  |
| 11. Financial Audit |       |       |  |  |  |
| **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

Authorized Financial Officer: Signature, Date