

Grantee Instructions for Completing the Invoice Supporting Documentation Packet

October 2020

Following are the steps to submit an electronic Supporting Documentation Packet with your grant invoice. Please complete all steps accurately. Incomplete supporting documentation may be returned for correction/revision. For more information refer to the BSCC Grant Administration Guide, which can be found under Quick Links on the Corrections Planning and Grant Programs homepage at: http://www.bscc.ca.gov/s_correctionsplanningandprograms/

The United States Department of Justice Financial Guide website at:

<https://www.ojp.gov/funding/financialguidedoj/overview> .

A. Preparation

1. Locate all project related receipts for each reimbursable, match and/or leveraged category item listed on the grant invoice (Form BSCC 201). Every item claimed on the invoice must have sufficient supporting documentation to clearly and accurately substantiate exact amounts claimed for reimbursement or match.
2. 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.

Logo
Name **Services & Supplies Doc #1** Invoice

Company Slogan
Date: 7/1/2019
Invoice # 1234

Sold To GRANTEE ABC
123 ABC STREET
PEACE CITY, EARTH
123-456-7891

Payment Method	Check No.	Job
CREDIT CARD		SUPPLIES

Qty	Item #	Description	Unit Price	Discount	Line Total
1	123	PRODUCT 1	39.00		39.00
5	456	PRODUCT 2	45.00		225.00
3	789	PRODUCT 3	15.00		45.00
Total Discount					
Subtotal					309.00
Sales Tax					26.26
Total					335.26

3. In the Expenditure Description section of the Invoice (Form BSCC 201) clearly list corresponding supporting documents.

		Expenditure Description - Units / \$ Amounts
Salaries and Benefits	\$ 650	Bob Smith, Probation Officer 24.25/hr x 20=\$485 +\$164.90 Benefits= \$649.90
Services and Supplies	\$ 335	Product 1 \$39 x 1= \$39; Product 2 \$45 x 2= \$225; Product 3 \$15 x 3 = \$45 Tax 26.26 Total = 335.26 DOC # 1

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 expenses. 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.

5. It is your responsibility to ensure that supporting documents easily correlate to the line items on the invoice. If there are multiple receipts for a single line item or an invoice or itemized receipt is unclear, you must prepare a summary to clarify how the documents correlate to the amounts claimed on the invoice. If BSCC staff is unable to easily identify supporting documents and correlating expenses, your packet may be returned for further clarification.

B. Invoice Line Item Clarification

1. **Salaries and Benefits:** 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.

The Salaries and Benefits Worksheet must be signed by the Authorized Financial Officer. The signature certifies that the information is true and correct and that all timesheets and supporting documents (including time studies) necessary to substantiate the expenditures will 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 correlated to the invoice.
3. **Professional Services Or Public Agencies Subcontracts:** 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.
4. **Community Based Organization (CBO) / Non-Governmental Organization (NGO) Contracts:** Submit a copy of the invoice(s) to substantiate charges for this line item. 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. You do not need to 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. **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.
6. **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.
7. **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.

C. Assembling and Submitting Supporting Documentation Packet

1. Once all supporting documents are labeled and accurately matched to the invoice (Form BSCC 201), complete the Grantee Invoice & Supporting Documentation Checklist. The checklist must be signed by the Authorized Financial Officer and will be the required face page for your electronic Supporting Documentation Packet.

Grantee Invoice Supporting Documentation Checklist

Grantee Name: City/County

Program: CESF

Invoice #: 1

Reporting Period: 3/31/21-6/30/21

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	\$650	Salaries and Benefits Worksheet			
2. Services & Supplies	\$335	Serv. & Sup. -Doc #1			

2. Scan all of your supporting documentation and create a single electronic .pdf document. Put the documents in the following order:

- a. Supporting Documentation Checklist signed by the Authorized Financial Officer
 - b. Salaries and Benefits Worksheet signed by the Authorized Financial Officer
 - c. All other supporting documentation for amounts claimed, by expenditure category in the order listed on the Grantee Invoice & Supporting Documentation Checklist.
3. Attach your Supporting Documentation Packet to an email and in the subject line list: Grantee Name Supporting Docs for Invoice #. BSCC staff will contact the grantee to follow up on missing or incomplete documentation. The review process will not delay payment. Email your electronic Supporting Documentation Packet to:
CESF@bscc.ca.gov

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1. Salaries & Benefits	\$650	Salaries and Benefits Worksheet			
2. Services & Supplies	\$335	Serv. & Sup. -Doc #1			
3. Professional Services					
4. NGO Subcontracts					
5. Equipment / Fixed Assets					
6. Data Collection and Progress Reporting					
7. Other (Travel, Training, etc.)					
8. Indirect Costs					
Invoice Total	\$985				

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

