



Instructions:

1. **Document number:** Assign an identification number or letter to each invoice, bill, receipt, proof of payment and to any back up documentation related to the cost reimbursement requested.
2. **Contractor name and title:** Enter the name and title of the contracted service provider as listed in the approved grant budget.
3. **Service hours:** Enter the number of service hours provided; must include a copy of the invoice that outlines services rendered as part of supporting documentation for the costs.
4. **Rate:** Enter the cost per service hour, day, or session as listed in the approved grant budget
5. **Total cost:** Enter requested amount for reimbursement (hours of service x rate = total cost)
6. **Federal share:** Enter amount of to be paid by the grant.
7. **Match share:** Enter amount of to be paid by the grantee agency (if applicable)

For this request to be approved, back up documentation must be included with this coversheet: invoices, credit card statement, bank statement, issued or cleared check showing proof of payment.

All contracts must be pre-approved by GCC/Grant Administrator prior to the execution of any work or services.

Any changes to contracted services must be pre-approved by GCC/Grant Administrator prior to the execution of any work or services. Failure to comply with these instructions may result in the delayed or denial of this request.