





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. **Item purchased/category:** Enter type of expenditure, e.g., office supplies, telephone, utilities, rent, etc. as listed on approved budget.
3. **Cost per item:** Enter cost of each item.
4. **Total cost:** Enter total expense amount (quantity x cost per item = total cost), do not include sales tax.
5. **Federal share:** Enter amount of to be paid by the grant.
6. **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. For rent and all contractual services a detailed rental/lease/ service agreement must be uploaded to GEMS. Failure to comply with these instructions may result in the delayed or denial of this request.