



AGREEMENT DESCRIPTION: _____

AGREEMENT ID: _____

REPORTING PERIOD: From _____ To _____

SUPPLIES						
Doc Id #	Item Purchased	Vendor Name	Cost per Item	Total Cost	Federal Share	Match Share
Total Cost						

“By submitting this reimbursement request, our agency is attesting that all project expenditures listed in this reimbursement request have been reviewed and confirmed. This attestation confirms our compliance and adherence with the Federal Uniform Guidance 2 CFR 200, North Carolina General Statutes 143C-6-23 and 09 NCAC 03M, and the special conditions outlined in our agency’s executed grant award with the Governor’s Crime Commission.”

“By submitting this reimbursement request, our agency is attesting that (1) the Vendors/ Contractors have been selected using Grantee’s procurement policy, as required by the original agreement, (2) according to the requirements of 2 CFR 200.214 Suspension and debarment, and that verification has been completed and documented.”

See instructions on NEXT PAGE



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.