

Reimbursement/Payment Documentation Checklist

Document Type	What to Submit		Examples
	Proof of What Was Purchased	Proof of Payment	
Itemized Receipt	X	X	Grocery store cash register receipt
Credit card receipt		X	Standard receipt (e.g., Mastercard, Visa) showing amount paid in full (not itemized); typical for restaurants
Cancelled Check		X	Image of check (front & back) after bank deposit
Invoice (marked "Paid" or "Unpaid")	X		Vendor's itemized list of goods/services and total amount due or paid
Agreement or contract from a vendor or independent contractor (see Note 5)	X		Formally written statement of work to be completed and terms of payment
Employee Time Sheet	X		Record of hours worked by an employee
Payroll Report	X	X	Record of hours worked and wages paid to an employee; usually provided in accounting software
Bank Statement		X	Mailed or downloaded; shows specific account transactions (e.g., funds withdrawn from account)
Credit Card Statement		X	Mailed or downloaded; shows specific account transactions (e.g., funds charged to the account)

Notes:

1. Every item submitted for reimbursement must be accompanied by proof of purchase and proof of payment.
2. All scanned documentation must be legible.
3. Handwritten receipts, invoices, agreements will not be accepted.
4. Grantees are strongly advised to avoid cash transactions. If a cash transaction is unavoidable, grantees should contact SBGP in advance to discuss documentation options.
5. For contractors paid with SBGP funds, we strongly advise that you obtain a written agreement or contract including a statement of work.