

2018-2019 HPNAP Operations Support Required Documentation & Due Dates

Please submit required documentation to the Food Bank by the due dates specified using the Documentation Submission Form. Operations Support awards can only be used for the expenses specified in the award notification and agreement for your agency. **All eligible expenditures using the OS grant award must take place between November 1, 2018-September 30, 2019.**

Documentation to Submit:

Category	Documentation Required
STAFF	Copies of timesheets or timecards AND copies of payroll registers or canceled payroll checks. Please note: a staff person cannot keep both his/her own time records and pay him/herself.
UTILITIES	Copies of utility bills showing the entity billed, the periods of service, full amounts being invoiced AND copies of canceled checks or bank statements verifying payment of the bills.
SPACE	Copies of current rental/lease agreement(s) covering the period of the grant and include the terms and conditions of the agreement such as monthly payment AND copies of canceled checks or bank statements.
DISPOSABLES	Copies of itemized invoices and/or receipts of items purchased AND copies of canceled checks, bank statements or credit card statements for proof of purchases.
TRANSPORTATION	Copy of travel log showing dates, destination, actual odometer readings and mileage traveled AND log must be signed by the individual submitting the cost (i.e. the driver) and by the agency supervisor authorizing the expenditures. *If renting/leasing vehicle; copy of rental contract with invoice AND copy of payment.
CAPITAL EQUIPMENT	Copy of vendor invoice and copies of any delivery documents received when the items are delivered to your site AND copy of canceled check, bank statement, or credit card statement for proof of the equipment purchase.

Documentation Due Dates:

February 11, 2019	1 st quarter (November, December, January) OS documentation due to Food Bank
May 10, 2019	2 nd quarter (February, March, April) OS documentation due to Food Bank
July 31, 2019	3 rd quarter (May, June, July) OS documentation due to Food Bank
September 30, 2019	All remaining OS documentation and/or any unused funds returned to Food Bank

To submit the Documentation Submission Form and legible copies of all related documents, please mail to:

Food Bank of Central New York
Attn: HPNAP OS Grant Claim
7066 Interstate Island Road
Syracuse, NY 13209

OR fax to: 315-883-5582

OR e-mail to: agencyinfo@foodbankcny.org

For questions, please contact the Finance Department at (315) 437-1899 ext. 256.

