








2023-2024 Documentation Standards



AWARD CATEGORY	DOCUMENTATION REQUIRED	
<p>Staff</p> 	<ol style="list-style-type: none"> 1. Copies of timesheets or timecards showing hours worked, AND 2. Copies of payroll registers or canceled payroll checks <p>NOTE: Staff cannot both keep their own time records and pay themselves.</p>	
<p>Utilities</p> 	<ol style="list-style-type: none"> 1. Copies of utility bills showing full invoice amount and service period, AND 2. Copies of canceled checks or bank statements verifying payment <p>NOTE: Programs that share space with other programs/organizations will only be reimbursed for their percentage of total building utility usage as reported in grant applications.</p>	
<p>Space</p> 	<ol style="list-style-type: none"> 1. Copies of current rental/lease agreement showing coverage of grant period, which must include monthly payment amount due, AND 2. Copies of canceled checks or bank statements verifying payment <p>NOTE: Programs will not be reimbursed for rent paid to their parent agency.</p>	
<p>Disposables</p> 	<ol style="list-style-type: none"> 1. Copies of itemized invoices/receipts of items purchased, AND 2. Copies of canceled checks, bank statements, or credit card statements verifying payment 	
<p>Transportation</p> 	<p>Personal Vehicle</p>	<ol style="list-style-type: none"> 1. Copy of travel log showing dates, destination, odometer readings, and miles traveled <p>NOTE: Log must be signed by both staff member and agency supervisor</p>
	<p>Rental Vehicle</p>	<ol style="list-style-type: none"> 1. Copy of rental contract with invoice, AND 2. Copy of canceled check, bank statement, or credit card statement verifying payment
<p>Capital Equipment</p> 	<ol style="list-style-type: none"> 1. Copy of vendor invoice, AND 2. Copy of canceled check, bank statement, or credit card statement verifying payment 	
<p>Local Produce</p> 	<ol style="list-style-type: none"> 1. Copies of vendor invoices which must include: name of farm/producer, products purchased, and quantity of each product purchased (in pounds if possible) 2. Copies of canceled checks, bank statements, or credit card statements verifying purchase. <i>If paid in cash, this must be noted on the receipt.</i> 3. NOTE: Produce must be grown in New York State 	