

AGREEMENT DESCRIPTION:

AGREEMENT ID: _____

REPORTING PERIOD: From ______ To ______

CONTRACTUAL						
Doc Id #	Contractor Name and Title	Service Hours	Rate	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. **Contractor name and title**: Enter the name and title of the contracted service provider as listed in the approved grant budget.
- 3. **Service hours**: Enter the number of service hours provided; must include a copy of the invoice that outlines services rendered as part of supporting documentation for the costs.
- 4. Rate: Enter the cost per service hour, day, or session as listed in the approved grant budget
- 5. Total cost: Enter requested amount for reimbursement (hours of service x rate = total cost)
- 6. **Federal share**: Enter amount of to be paid by the grant.
- 7. 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.

All contracts must be pre-approved by GCC/Grant Administrator prior to the execution of any work or services. Any changes to contracted services must be pre-approved by GCC/Grant Administrator prior to the execution of any work or services. Failure to comply with these instructions may result in the delayed or denial of this request.