

## 2017-2018 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, 2017 and September 30, 2018.**

### Documentation to Submit:

Category	Documentation Required
STAFF	Copies of timesheets or timecards <b>AND</b> 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, <b>AND</b> 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 <b>AND</b> copies of canceled checks or bank statements.
DISPOSABLES	Copies of itemized invoices and/or receipts of items purchased <b>AND</b> 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 <b>AND</b> log must be signed by the individual submitting the cost (i.e. the driver) and by the agency supervisor authorizing the expenditures. Please Note: If renting/leasing a vehicle, include a copy of rental contract with invoice <b>AND</b> copy of payment.
CAPITAL EQUIPMENT	Copy of vendor invoice and copies of any delivery documents received when the items are delivered to your site <b>AND</b> copy of canceled check, bank statement or credit card statement for proof of the equipment purchase.

### Documentation Due Dates:

February 9, 2018	1 <sup>st</sup> quarter (November, December, January) OS documentation due to Food Bank
May 11, 2018	2 <sup>nd</sup> quarter (February, March, April) OS documentation due to Food Bank
August 17, 2018	3 <sup>rd</sup> quarter (May, June, July) OS documentation due to Food Bank
October 12, 2018	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) 434-9629

OR e-mail to: [jcarta@foodbankcny.org](mailto:jcarta@foodbankcny.org)

For questions, please contact the Finance Department at (315) 437-1899 ext. 269.

