








2022 - 2023 Documentation Standards

Award Category	Documentation Required	
 STAFF	1. Copies of timesheets or timecards showing hours worked, AND 2. Copies of payroll registers or canceled payroll checks Note: Staff cannot both keep their own time records and pay themselves.	
 UTILITIES	1. Copies of utility bills showing full invoice amount and service period, AND 2. Copies of canceled checks or bank statements verifying payment 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.	
 SPACE	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 Note: Programs will not be reimbursed for rent paid to their parent agency.	
 DISPOSABLES	1. Copies of itemized invoices/receipts of items purchase, AND 2. Copies of canceled checks, bank statements, or credit card statements verifying payment	
 TRANSPORTATION	Personal Vehicle	1. Copy of travel log showing dates, destination, odometer readings, and miles traveled Note: Log must be signed by both staff member and agency supervisor.
	Rental Vehicle	1. Copy of rental contract with invoice, AND 2. Copy of canceled check, bank statement, or credit card statement verifying payment
 CAPITAL EQUIPMENT	1. Copy of vendor invoice, AND 2. Copy of canceled check, bank statement, or credit card statement verifying	
 LOCAL PRODUCE	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. **If paid in cash, this must be noted on the receipt. Note: Produce purchased must be grown in NYS.	