HOW TO CLOSE YOUR GRANT:
For Special Initiatives

1. Gather all receipts/invoices – **Do not submit to the RK.**
    - ☐ Make a copy of all receipts. These must be paid receipts, or have proof of payment attached (cancelled check or bank statement). No packing slips, order forms, PAID stamps or PO's will be accepted.
    - ☐ Look at the grant and label the individual items on the receipts to match the categories in which the items were requested (category and age group). Color coding may be helpful.
    - ☐ If you have more than one category represented on a receipt you will need to subtotal each category within that receipt.
    - ☐ Verify date and name of company is on the invoice – highlight or circle
    - ☐ For training, match payment to PD Registry transcripts or training list. Training must be paid for **and taken** prior to the end of the fiscal year (June 30th).
    - ☐ No handwritten invoices, yard sale receipts, or second hand receipts will be accepted.
    - ☐ Gather documentation of paying Staff Benefits if requested – payroll, W-2's, staff schedules, etc.
2. Complete a Receipt Chart
    - ☐ Use the attached version. Fill in the actual amount spent on each invoice listed.
3. Complete the Total Purchase Amount Column of your original Grant request document
4. Sign the Final page of the original Grant request, verifying purchases were approved
5. Complete the Final Expense Report
6. Email
    - ☐ A Receipt Chart
    - ☐ The original Grant request with the Total Purchase Amount column & final signature line completed
    - ☐ A Final Expense Report with a signature, date, and the amounts filled in the amount spent column.
    - ☐ A copy of this Checklist with the items reviewed & checked off as completed.

TIPS:

☐ Receipts should be dated within the fiscal year July 1, 2017 to March 30, 2018.

* You need to notify us if you have underspent in any category as soon as you realize it.
* It is ok to spend more than the amount requested.
* Call your Specialist if you have questions. Please do not just guess on how to complete this process.