CONSERVATION AND RESOURCE DEVELOPMENT DIVISION

Renewable Resource Grant Program - RRG
Reclamation Development Grant Program - RDG

REIMBURSEMENT REQUEST CHECKLIST

This checklist is guidance only; it is intended to assist grant recipients with submitting a reimbursement request package. **DNRC may impose additional requirements depending on the grant recipient's specific situation.**

The DNRC uses the terms "reimbursement request", "claim", and "draw" interchangeably.

DNRC Reimbursement Request Guide: https://tinyurl.com/DNRC-Reim-Guide

DNRC VENDOR INVOICE

☐ Vendor Information and Billed To – Lists grant recipient. DNRC is listed under "Billed to".

☐ Project Information – Grant agreement number is correct.

☐ Period of Performance – Covers the first date of service to the last date of service **of all invoices** included in claim.

☐ Reimbursement Request Number – The number represents the number of claims submitted for **this specific DNRC Grant Agreement**, NOT for the project funders overall.

☐ Description of Goods Delivered or Services Rendered – Each invoice/expense is listed on its own line. Each invoice/expense is listed only once (not split by task).
- Verify vendor names, invoice numbers, invoice dates, and amounts are correct and match the Invoice Tracker.
- Identify split invoices.
- Best practices:
  - Each invoice/expense is listed only once with one total amount (not broken out by task).
  - Each invoice/expense line has a short task description matching budget tracker spreadsheet.
  - Split invoices should be identified. Detailed notes should be on accompanying supporting invoices.
  - Notes on the Vendor Invoice are minimal. Detailed notes are elsewhere.

☐ Grand Total – Amount is correct and consistent with other forms.
- Double check the Amount column adds up to the Grand Total amount.

☐ Signature Box – All fields are complete. The signature provided is from an authorized signer.
- **Verify signature is from an authorized individual.**
  - Only the Authorized Person or Authorized Signer can sign the DNRC Vendor Invoice.
  - Authorized Signature Form must be approved by DNRC prior to or along with claim submission.

SUPPORTING INVOICES OR PAY APPS

☐ Submittal Checklist – Verify the following:
- All submittal documentation appropriate to the claim and project stage has been submitted to DNRC.
- **All procurement documentation has been submitted to DNRC for vendors included on the claim.**

☐ Invoices, receipts, or pay apps are provided for each expense being reimbursed.

☐ Invoices, receipts, or pay apps are organized to match the order of the DNRC Vendor Invoice.

☐ Invoices or receipts are billed to the grant recipient.
- Grant recipients with project partners must follow the billing method identified in the MOU the grant recipient submitted to DNRC with its grant start-up conditions. Discuss with Grant Manager, if necessary.

☐ Invoices or receipts have required information and match the DNRC Vendor Invoice and Invoice Tracker.

	• Verify each vendor name, date of service, invoice number, and amount charged to DNRC. Verify the information matches the DNRC Vendor Invoice.
	• Invoices with Grant Administration: Ensure expenses are for grant administration for the DNRC grant only. If unclear (e.g., if there are multiple funders in one project), provide clarifying notes or submit clarifying documentation.
	    ○ Reimbursement Guide for RRG Grant Administration
	• Split invoice annotations:
	    ○ At the top of each split invoice, identify the amount billed to DNRC and amount(s) billed to other source(s).
	    ○ If DNRC is paying for specific expenses, highlight and note which specific expenses are charged to DNRC.
	    ○ Note if any expenses on the invoice are outside of the project scope of work and not included in the Invoice Tracker.

☐	Construction Pay Apps have required information and match the DNRC Vendor Invoice and Invoice Tracker.
	• Double check contractor name, application date and period, application number, and amount. Verify the information matches the DNRC Vendor Invoice and Invoice Tracker.
	• Gross Receipts Tax (GRT): Highlight on the Pay App and list it as its own charge in the Vendor Invoice and Invoice Tracker. If the grant recipient chooses to lump GRT in with contractor expense, annotate the Construction Pay App and Invoice Tracker with amounts.
	    ○ Ensure the grant recipient's chosen method of expensing GRT is consistent on all DNRC claims.
	• Verify the following:
	    ○ Pay App is signed by all parties (project engineer, contractor, and grant recipient).
	    ○ Progress Estimate is for correct project, owner, application number, and application period.
	    ○ Gross Receipts Tax worksheet provided.
	• Split Pay Apps – Note split Pay Apps in clear place towards the top of the document. Identify the amount billed to DNRC and amount billed to another source. Note how GRT is being paid.

☐	Other types of expenses – Discuss with Grant Manager, if necessary. • See DNRC Reimbursement Request Guide (linked below).

	BUDGET TRACKER AND INVOICE TRACKER EXCEL SHEETS
☐	**General** – The Excel sheets are for correct project and claim pay. Ideally, both the Budget Tracker and Invoice Tracker are in the same Excel Workbook.
☐	**Budget Tracker** • Total amount for this claim matches DNRC Vendor Invoice. • Current DNRC expenses are in the logged in the correct column and equal the total on DNRC Vendor Invoice. • Funds are expended in approved budget categories. Budget categories are not overdrawn. • DNRC funds have not been transferred between budget categories without approval. • Fund transfers and other budget changes are approved and noted within the document (below chart).

☐	**Invoice Tracker**
	• Total amount for this claim matches DNRC Vendor Invoice.
	• DNRC expenses are in the correct column and add to total amount of claim on DNRC Vendor Invoice
	• Match expenses to date are in correct column(s) and logged properly.
	• For each DNRC expense, the DNRC claim pay number is identified and matches DNRC Vendor Invoice.
	• Invoices are logged properly.
	    ○ Vendor Name and Invoice Number match DNRC Vendor Invoice.
	    ○ Warrant number and Date of Payment is provided OR package contains a relief letter.
	    ○ Split invoices are logged with correct amounts in correct columns.
	    ○ DNRC claim pay number is correct and included in small column next to the DNRC column.
	    ○ For Construction Pay Apps, Gross Receipts Tax is logged in its own row OR the inclusion of Gross Receipts Tax in the Pay App total is noted in within the document (below the chart).

DNRC Reimbursement Request Guide: https://tinyurl.com/DNRC-Reim-Guide