

Reimbursement Request Check List

Documents required for a complete packet
(situations may vary)

- New Mexico Clean and Beautiful Invoice (available for download with each quarter)
- Reimbursement Request Budget Table (available for download with each quarter)
- Invoice/Receipt for a purchase
- Attendance/Sign up sheet for subcontracted events
- Contract for subcontracted events
- Notarized Youth Employment Verification Form
- Payroll/Paycheck for youth employment
- Proof of payment—A copy of the original check and cleared check or PCard (business card purchase)/Bank statement (ACH transactions)
- Inform your financial institution about receiving an upcoming reimbursement