

NMTD Clean & Beautiful Reimbursement Budget Table Submission Instructions

Step 1:

- Download Reimbursement Request Budget Table and complete the table in its entirety.
 - Program #: Refer to Program 1, 2, 3, 4, Internship, Subcontract, or KAB as described in your FY19 Grant Application.
 - Project or Event: As generally and succinctly described in your FY19 Grant Agreement.
 - Description: Specific project, event, or program.
 - Items purchased: Detail goods and services purchased.
 - Vendor Name: Company from which items were purchased.
 - Check #: As listed on the checks written to vendors.
 - Check Date: Date printed on checks issued to vendors.
 - Amount: Total cost of purchased goods or services.

Step 2:

- Organize all supportive documentation to coincide with the line item order on the budget table. Include:
 - Purchase orders, acknowledgements, or other written internal forms of request detailing items purchased.
 - Vendor invoices detailing goods and services purchased and paid for by your public entity.
 - Copies of canceled checks (front and back) made payable to vendors.
 - Other documentation showing completed payments to vendors.

Step 3:

- Complete the Youth Employment Verification Form (if applicable).
- Original, completed, signed, and notarized copies of the Youth Employment Verification Form are required each fiscal year for every intern.
- Subcontracted Youth & Adult Civic Organizations:
 - Copies of signed youth and adult civic group subcontracts
 - Copies of sign-in sheets for each subcontracted event.
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Step 4:

- Scan all supportive documents together as one upload (**do not** scan and upload each document individually; make sure all required documentation is in line item order).
- Upload the scanned documents as **one** PDF.