

Local Records Grant Program: How to Request Reimbursement for Your Local Records Grant

Purpose: Provide guidance to Local Records Grant recipients on how to get reimbursed for grant related expenses.

The grant program is operated on a reimbursement basis. After receiving their executed grant agreement, a grant recipient will purchase products/services as outlined in that agreement, and will receive reimbursement after submitting:

- (1) A Local Records Grant Reimbursement Request form; and
- (2) Any supporting documents required as proof that the expenses have been paid.

Note: Recipients are responsible for ensuring that all funds expended are eligible for funding under the Local Records Grant Program. Reimbursement requests for ineligible expenses will be denied. For clarification on eligible and ineligible expenses, recipients can refer to their executed grant agreement, contact Washington State Archives, or read the guidance posted on the Local Records Grant Program website.

What qualifies as proof of payment?

Proof of payment should contain these items:

- ✓ Vendor's name
- ✓ Date paid
- ✓ Amount paid
- ✓ Description of purchase
- ✓ Form of payment used
- ✓ Copy of original invoice

Exception: If you were awarded a Digital Imaging grant and have chosen Washington State Archives' **Imaging Services** as your scanning vendor, all billing for the grant project will be handled internally through the Secretary of State's Office. You will not be charged directly, so you will not need to request reimbursement.

Common examples of acceptable proof of payment documents include:

(This is not an exhaustive list, other forms of proof may be accepted. For clarification, call Washington State Archives):

- ✓ Order confirmation pages/emails showing that the order has been charged to a credit card;
- ✓ An invoice describing the item and a bank statement showing that funds have been expended;
- ✓ An invoice describing the item and a voucher/expense list exported from the agency's accounting system; or,
- ✓ A payroll ledger and explanation of benefits report exported from the agency's accounting system.

What does not qualify as proof of payment?

Note: We cannot guarantee the security of any bank account information accidentally sent to us via email.

- ✗ Copies of checks or warrants;
- ✗ Copies of invoices stamped and signed with approval to pay;
- ✗ Copies of payroll checks or check stubs; or,
- ✗ Copies of timesheets.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**