

## **Invoicing Requirements Checklist**

- Completed Invoicing Form
- Proof of payment for expenditures:
  - Copy of cancelled check and/or bank statement depicting the drawdown of funds along with copy of front of check.
  - Copies of credit card statements depicting the service/item purchased are acceptable.
  - All expenditures must be incurred between January 1 and Dec. 31 of the award year. Prior or post-award expenses are ineligible.
  - Sales Tax is an ineligible use of grant funds.
- Please keep copies of receipts, invoices, contracts, and other grant-related documentation.
- If yours is a marketing project, copies of advisements, press release(s), and samples of media distributed must be included with the final report to the County.
- Northampton County Hotel Tax Grant program must be acknowledged in all publications and signage.
- If your project cannot be completed within the reporting timeframe, the grantee must notify Northampton County Department of Community & Economic Development in writing, at least 60 days prior to expiration of the grant agreement.

## **Additional Requirements for Construction/Capital Improvement Projects**

- Copy(ies) of bid packets.
- Wage determinations printed 10 days or less from bid opening.
- Proof of publication for RFP.
- Copy of award information for successful bidder (bid tabulation, minutes and M/WBE)
- Copy of pre-construction conference(s) minutes/notes.
- Copy(ies) of permits, i.e. building, electrical, plumbing.
- Copy(ies) of executed (signed) contracts between grantee and contractor(s)/subcontractor(s).
- Copies of Certificate of Insurance naming grantee as additionally insured for all contractors/subcontractors
- Copies of weekly payroll certificates for each contractor/subcontractor. Payroll weeks where no activity occurs must be submitted and indicated as such "No work performed".
- Copy of Final Inspection/Certificate of Occupancy.

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The above required documentation shall be submitted with formal invoicing reporting forms.

Invoicing submissions not containing the above information will not be eligible for disbursement of grant funds.

Municipalities must follow procurement policies as per their municipal code.