



### **FNSP Family Stabilization Supporting Backup Documentation Checklist**

Reimbursement is to be requested for approved items/services only. Expenditures requested for unapproved items/services will be disallowed.

This document is intended as a guide as to what is considered appropriate documentation to support expenditures. The supporting documentation is to be submitted in the following manner:

- Copies are to be clean and readable
- Copies are to be organized in the same order as the expenditure listed on the invoice
- If more than one item and/or amount is on a page and not all items are to be reimbursed by The Children's Trust, highlight the item and/or place and asterisk "\*" next to the item requested to be reimbursed
- Checks are to relate to the month that reimbursement is requested
- Invoices are to exclude the Florida sales tax in instances that sales tax should not have been paid
- Copy of the credit card statement (if applicable) and the bank statement from which checks were paid e.g. operating and payroll account and/or copy of cancelled checks

#### **Mortgage:**

- Copy of the mortgage statement
- Copy of cancelled check and/or bank statement

#### **Rent:**

- Copy of the lease signed by both parties. The lease must include property address, term and monthly payment
- Copy of cancelled check and/or bank statement

#### **Utilities:**

- Copy of utilities statement
- Copy of utilities payment confirmation, cancelled check and/or bank statement

#### **Food, Clothing, Household Goods**

- Detailed list of items e.g. screenshot or printout of the shopping cart
- Copy of receipt, cancelled check and/or bank statement

#### **Notes**

- If payment was made using a credit card, submit the agency's credit card receipt as evidence that the item has been paid and a copy of the cancelled check or payment confirmation, noting that the credit card company was paid.
- If payment is made online, supporting documentation includes the printed receipt showing payment and acceptance of the payment by the vendor