



Local Records Grants: 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 emailing the following to recordsmanagement@sos.wa.gov:

1. A Local Records Grant Reimbursement Request form; and
2. Supporting documents that prove the eligible expenses have been fully paid by the agency.

Note: Recipients are responsible for ensuring that all funds expended are eligible for funding. Reimbursement requests for ineligible expenses will be denied. For clarification on expenses, recipients can refer to their executed grant agreement, email recordsmanagement@sos.wa.gov, or read the guidance posted on the Local Records Grant Program website.

What qualifies as proof of payment?

Proof of payment should contain:

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

Exception: If you are awarded a Digital Imaging grant and choose 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 include:

(This is not an exhaustive list; other forms of proof may be accepted. For clarification, email recordsmanagement@sos.wa.gov):

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

What does not qualify as proof of payment?

Note: Anything sent to us is a public record, so be sure to redact account numbers.

- ✗ Order confirmation pages/emails stating that your account will be billed;
- ✗ Copies of invoices stamped and/or signed with approval to pay;
- ✗ Copies of payroll checks or check stubs;
- ✗ Copies of checks or warrants; or,
- ✗ Copies of timesheets.

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