

ARPA - Receipts and Proof of Payments

Summary – Include excel version of the **ARPA – REIMBURSEMENT OF EXPENSE SUMMARY** in your eGMS fund request. List the type of support for each expense document listed by the expense category i.e., “Customlink Ledger Entry - Payment 235840”. Documentation for each expenditure must provide proof of payment. The supporting documents must be reasonably summarized so the request can be reconciled in a timely manner to the supporting documentation. It is important to note that below we list some acceptable forms of documentation, information included in the documents may vary. For example, if an invoice is provided, it may not identify proof of payment so additional documentation such as a cleared check would also need to be submitted.

General Ledger Proof – Copy of an accounting system reports i.e., MUNIS, QUICKBOOKS or Other system generated documentation. Total expenditure must be clearly stated in the document and must be equal to or greater than the total expenditure amount of the fund request.

Note: If an acceptable copy of an accounting system report such as MUNIS or a similar system is provided, no other documentation including the excel support document, ARPA - REIMBURSEMENT OF EXPENSE SUMMARY is required, however, if the MUNIS or similar system document has a line-item description that is insufficient in any way, program managers may contact the subrecipient for clarifying documentation.

Other forms of acceptable documentation must be:

Receipt/Invoices/Payroll Register

A “**receipt**” is any document that contains the following five IRS-required elements:

1. Name of vendor (*person or company you paid*)
2. Transaction date (*when you paid*)
3. Detailed description of goods or services purchased (*what you bought*)
4. Amount paid (*receipt/invoice must show a total amount due of \$0*)
5. Form of payment (*how you paid – cash, check, or last four digits of credit card*)

Provide proof of payment

Acceptable Proof of Payment:

1. **Cleared check** – Copy of the front and the back (endorsement side) of the check are required. Most cleared checks are available as scanned images from your online bank account.
2. **Credit card or Bank statement** – Remove cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to the particular transaction for which reimbursement is requested. Information must be fully redacted.
3. Obscure or remove any sensitive or confidential information, including:
 - Social Security Numbers
 - Credit card numbers (except the last four digits)
 - Debit card numbers (except the last four digits)
 - Credit or debit card security codes
 - Bank account numbers, including numbers encoded on the bottom of checks.
 - Passwords, including access codes for financial institutions.
 - Home addresses
 - Driver’s license numbers or other state identification card numbers
 - Date of birth information
 - Marital status