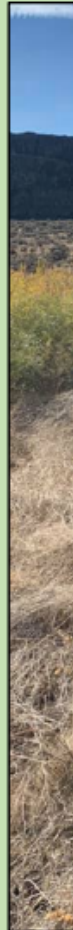



Overview of “Billing 101”

- Collect all documentation including receipts, invoices, and field sheets.
- Fill in the Excel 2021 Expense Reimbursement Form
- Attach all supporting documentation like receipts (with signatures), invoices, Field Sheets (completed and signed).
- Email EXCEL 2021 Expense Reimbursement Form, with documentation, to BCHW Grant Administrator.
- Please, if possible, submit expense reimbursements on a monthly basis, **but at a minimum quarterly:**
 - January 15, 2021
 - April 30, 2021
 - July 31, 2021
 - October 31, 2021
- BCHW Grant Administrator reviews reimbursement request, approves request, and submits it to BCHW Treasurer for payment.
- BCHW Treasurer sends reimbursement check to volunteer, chapter, or vendor listed on the reimbursement form.





GRANT REIMBURSEMENT FORM

Grant Type: _____
 Grant Number: _____
 Worksite: _____
 BCHW Accounting Code: _____
(Grant Admin Will Fill In)

Name:			Date:	
Address:				
City, St, Zip:			Phone:	

Date	Vendor	Explanation/Description	Amount
Total			\$0.00

Please attach all receipts. All receipts need to be signed by the person that picked up the supplies and by the grant liason.

Please attach field sheets if reimbursement is for stock, mileage, or per diem.

Email EXCEL SPREADSHEET Jen Bond at bchwgranthelp@gmail.com (call if you need help 360-461-9588)

(no pdfs please)

Revised 1/20/21

Step #1 - FILL IN:
Grant Type (likely RTP),
Grant Number (a 6 digit number like 18-2255)
Worksite – You likely have multiple work sites within your RTP project, you need to submit 1 reimbursement form per worksite (do not combine worksites)
BCHW Accounting Code – Leave blank

Step #2 - FILL IN:
Name, Address, Phone – BCHW will be issue a check to the person/entity that is in this box.
Date – This is the date associated with your reimbursement request, not the date of the work/included expenses.

Step #3 – LIST EXPENSES
Date – The date of the expense (date on a receipt or invoice, date work was performed that is being expensed)
Vendor – Where the item was purchased or who did the work
Amount – Cost from the receipt, invoice, or field sheet.
Total – Sum of all expenses

RTP Grant Billing 101: Receipts

- All receipts **need two signatures**
 - Person picking up/receiving item(s)
 - 2nd signature should be grant/project liaison
- Receipts need to have a date, amount, vendor name.
- Do not include personal items on the receipt (especially liquor).
- Grant Administrator can sign a receipt if needed.
- All receipts need accompanied to the reimbursement form if requesting reimbursement.

ANGELES MILLWORK & LUMBER COMPANY INC.
1501 SOUTH C ST
PORT ANGELES, WA 98363
TOLL FREE 1-888-457-6610
PHONE: (360) 457-8581
VISIT US @ ANGELESMILLWORK.COM
WE APPRECIATE YOUR BUSINESS

PAGE NO 1

Vendor name

INVOICE: A16329

LINE	QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
1	30	REBAR 5" X 5" STEEL 64 - 10" x 24"	EA	2.29	68.70

"PAYMENT RECEIVED"
"CHANGE GIVEN"

CASH PAYMENT

TOTAL 74.78

TOT WGT: 0.00

Two signatures

Iron Man