Proof of Payment & Proof of Performance Checklist

As stated in the grant guidelines, copies of invoices or receipts and cancelled checks are required as documentation for the grant amount spent. **Proof of Payment AND Proof of Performance** are required for each grant-funded component.

The following items are acceptable for **Proof of Payment** (evidence that an invoice was paid):

- Cleared Checks (redact the bank routing and account numbers printed on the bottom of the check, leaving any numbers in the lower right corner visible. Check the endorsement side of the check and redact any legible numbers. Most cleared checks are available as scanned images from your online bank account)
- Bank Statements (redact any sensitive or confidential information)
- Receipt with Credit Card Authorization Code (redact any sensitive or confidential information)

**Example of Cleared Checks**

If something was purchased with a check, COCA will need the invoice/receipt (proof of performance) and a copy of the canceled check. Both the front and back of the check need to be provided. As an alternative, a check payment record slip, along with a copy of the bank statement showing the cleared check number, will also be acceptable. See the example of a bank statement below:
Example of Bank Statement

Your consolidated statement
For 04/30/2020

Contact us
BBT.com
(800) BANK-BBT or
(800) 226-5228

Summary of your accounts

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NUMBER</th>
<th>BALANCE($)</th>
<th>DETAILS ON</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS CHECKING</td>
<td></td>
<td></td>
<td>page 1</td>
</tr>
<tr>
<td>MONEY MARKET SAVING</td>
<td></td>
<td></td>
<td>page 2</td>
</tr>
<tr>
<td>Total checking and money market savings accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checking and money market savings accounts

- BUSINESS CHECKING

Account summary

Your previous balance as of 03/31/2020
Checks
Other withdrawals, debits and service charges
Deposits, credits and interest
Your new balance as of 04/30/2020

Checks

<table>
<thead>
<tr>
<th>DATE</th>
<th>CHECK #</th>
<th>AMOUNT($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>CHECK #</th>
<th>AMOUNT($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/20</td>
<td>62954</td>
<td>123.45</td>
</tr>
</tbody>
</table>

* indicates a skip in sequential check numbers above this item

Total checks = $1,128.50

Other withdrawals, debits and service charges

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTIVE</th>
<th>AMOUNT($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/02</td>
<td>VENDOR NAME: ARTISTS INC.</td>
<td>2,100.00</td>
</tr>
</tbody>
</table>

continued

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Example of Receipt with Credit Card Authorization Code

If something was purchased through a credit card, COCA needs the receipt (proof of performance), along with the authorization/approval code or invoice (proof of performance), and the credit card statement, showing the invoice amount (redact any sensitive or confidential information.)

Note: Information must be fully redacted. You may use Adobe Acrobat’s redaction tool to completely hide any sensitive or confidential information.
The following items are acceptable for **Proof of Performance**: (evidence of marketing initiatives) *If your events were impacted by COVID-19, this should be reflected in your final report.*

- **Invoice** with description of services (graphics, media production, agency services, etc.) An invoice is any document that contains the following IRS-required elements:
  - Supplier name in header of invoice
  - Supplier remit to address
  - PO number, supplier invoice number, and invoice date
  - Supplier's Federal Identification Number (FEID)
  - Payment terms
  - Sufficient itemization to know what goods / services were provided
  - Billing name
  - Billing amount

- **Detailed receipts.** A receipt is any document that contains the following IRS-required elements:
  - Name of vendor (person or company you paid)
  - Transaction date (when you paid)
  - Detailed description of goods or services purchased (what you bought)
  - Amount paid
  - Form of payment (how you paid – cash, check, or last four digits of credit card)

Note: If paid with credit card the authorization/approval code must be visible.

If submitting a media invoice or detailed receipt, you must provide:

- Notarized affidavit of broadcast times, or
- Copy or photograph of ad in printed publication, billboards, etc.

*Note: Estimates, statements, agreements or contracts are not considered proof of performance.*