



Maritime Washington Grantees – Proof of Payment Documentation Guide

Anything that you're requesting reimbursement for or using as matching funds for your Maritime Washington Grant must be documented in some way. For certain items—such as volunteer time, mileage, and donations—you can simply list the requested details in the Maritime Washington Grant Expenses Tracking Sheet. However, most items—including all purchased expenses—must be supported by additional documentation that demonstrates:

- What was purchased;
- Amount paid;
- Who it was paid to (the vendor/payee);
- The address of the vendor/payee;
- Date of purchase;
- How the expense was paid; and
- Confirmation that payment was completed.

Commonly Accepted Documentation

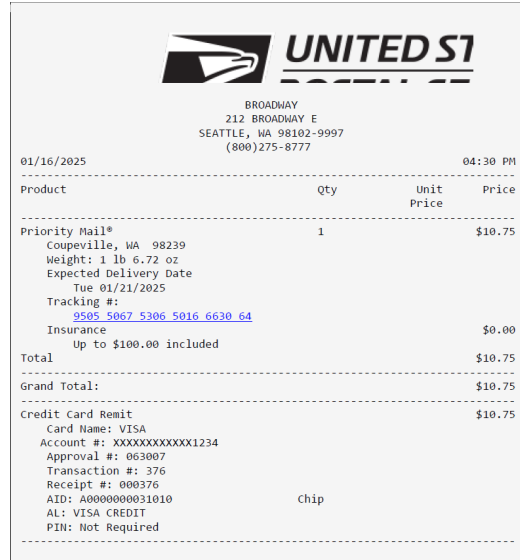
Itemized Receipt

An itemized receipt, such as one that you would get from purchasing an item at a store or online, is generally sufficient if it shows:

- What was purchased (description of goods or services purchased)
- Amount paid;
- Who it was paid to (the vendor/payee)
- The address of the vendor/payee (if possible—not required for online vendors)
- Date of purchase
- Payment method (the type of card used including the last 4 digits, or marked as paid in cash)

Example of a sufficient itemized receipt:





Invoice + Canceled Check

An invoice may be paired with a canceled check showing that payment was made if the following is included:

- On the invoice:
 - Description of what (item and quantity) was paid for
 - Name of the payee/vendor and their address
- On the canceled check
 - Payment amount
 - Date
 - Name of the account holder to show who made the payment
 - Proof that it was deposited. *If the canceled check does not show that it was deposited, please instead provide a bank statement showing the transaction cleared (see below).*

The payment amount on the canceled check must correspond to the invoice amount. If there is a discrepancy in the amount, please note this in your expense sheet. For example, sometimes you may pay a vendor for a larger bill that includes non-grant project-related expenses, so the check will reflect a larger amount than the relevant items on the invoice. In this scenario, note on the expense sheet what portion of the charge has been included on the sheet.

Example of sufficient invoice and check:



- Payment amount
- Date
- Confirmation that the transaction was completed

The payment amount on ACH/electronic payment must correspond to the invoice amount. If there is a discrepancy in the amount, please note this in your expense sheet. For example, sometimes you may pay a vendor for a larger bill that includes non-grant project-related expenses, so the line item in the ACH/electronic payment will reflect a larger amount than the relevant items on the invoice. In this scenario, note on the expense sheet what portion of the charge has been included on the sheet.

Example of sufficient invoice + ACH/Electronic Payment confirmation:

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Invoice Marked "Paid"

An invoice alone is not ideal, but may be accepted only if it is clearly marked as "Paid" and includes:

- Name of the payee/vendor on the invoice and address
- A description of what (item and quantity) was paid for
- Payment date
- Payment method (the type of card used including the last 4 digits or marked as "Paid in Cash")
- Amount paid





- Name of the person or account holder who made the payment

Cash Payments

For cash transactions, provide:

- A receipt showing payment (see Itemized Receipt section above); or
- An invoice marked "Paid in Cash" by the vendor (see Invoice Marked "Paid" section above)

Documentation That Is Not Usually Sufficient on Its Own

The following documents generally do NOT demonstrate proof of payment by themselves:

- Unpaid invoices
- Quotes or estimates
- Purchase orders
- Contracts
- Statements showing an amount due
- Check copies that do not show the check was deposited