**Request for Reimbursement Guide**

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All files for projects benefiting from Oregon Parks and Recreation Department administered grant funds must be able to pass a State audit. When preparing to submit a Request for Reimbursement, plan on submitting the following documentation:

❒ **Progress Report Form** – Available online at: <http://www.oregon.gov/oprd/GRANTS/Pages/county_other.aspx> 🡺 Billing / Reimbursement Forms.

❒ **Request for Reimbursement Form** - Available online at: <http://www.oregon.gov/oprd/GRANTS/Pages/county_other.aspx> 🡺 Billing / Reimbursement Forms.

❒ **Project Invoices** – Please submit copies of all project **bills/invoices**.

❒**Bill Payment Confirmation** – Please submit documentation confirming that all project bills/invoices have indeed been paid.  The best way to document this is with some type of **Accounts Paid Report** for the project that lists **Payments, Payee, Payment Date** and **Check Number**.  (This is different from an Accounts Payable Report which would only list payments pending.)  If an Accounts Paid Report is not available, please submit copies of canceled payment checks (with account numbers blocked out).

Once the project is completed . . .

❒**Project Pictures** – Please plan to submit 5-10 digital pictures of the completed project site, for the project file.  Digital pictures can be sent as email attachments. For **Planning Projects**, rather than pictures, please submit a copy of the final **Planning Document**.

❒ **Acknowledgement Sign** - Is there any type of signage on site acknowledging OPRD grant support for the project?  If not, we will send you one.

If you have questions, please contact:

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[www.oregon.gov/OPRD/GRANTS/index.shtml](http://www.oregon.gov/OPRD/GRANTS/index.shtml)