Subgrantee Drawdown Instructions Packet

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Subgrantee Drawdown, Expenditure Reporting and Documentation Guidelines

Introduction

Congratulations on being selected to receive funds through the Tehama County Continuum of Care (CoC)!

First and foremost, the CoC is a collaborative body made up of local service providers who work together to create and maintain a community-wide system for addressing homelessness in Tehama County. Additionally, the CoC acts as a conduit for various state and federal funds that is ultimately distributed to local service providers to carry out the objectives of the originating funding program. The CoC is responsible for selecting providers to carry out these objectives through fair and open processes and authorizing Empower Tehama, as the CoC's Administrative Entity, to distribute the funds to the designated providers (called "subgrantees").

As the Administrative Entity for the CoC, Empower Tehama is responsible for:

- Distributing funds from state, federal and local sources as authorized by the CoC's governing board, called the Executive Council.
- Monitoring expenditure of awarded funds to ensure that all funds are expended according to the guidelines of the originating funder, originating program, and any additional guidelines imposed by the CoC.
- Maintaining detailed fiscal records regarding funds distributed and subgrantee expenditures.

As a subgrantee, you will be working with Empower Tehama to draw down the funds which have been awarded to you through the Draw Down and Documentation process described in this document.

As the Fiscal Point of Contact, you must review this document in its entirety prior to requesting a drawdown of funds. **Technical questions** regarding use of these required forms may be submitted by email to Andrea C. Curry at andrea@empowertehama.org or by phone at 530-528-0300.

Drawdown Process Overview:

FORMS: All Empower Tehama Subgrantee forms are available in two digital formats:

- **Fillable forms** are designed to be completed using Microsoft Excel and will automatically perform some required calculations, while calculations on Printable forms will need to be completed manually. Fillable forms may be signed digitally or may be printed out and signed.
- **Printable forms** are designed to be printed out and completed by hand. Once completed and signed, subgrantees may submit forms by US mail, in person, or by scanning and emailing to Empower Tehama.

To download forms in **either format**, visit www.empowertehama.org/grantforms. Alternately, subgrantees may pick up hard copy forms upon request.

OPTIONS: Subgrantees may draw down funds using one of the following options:

- **Reimbursement:** Subgrantees may request reimbursement for eligible costs incurred between the grant Start Date and the date of the reimbursement request via Empower Tehama form 377, **Request for Funds (RFF)**. *An expenditure report, including documentation of all expenditures for which reimbursement is being requested must accompany the RFF.*
- **Advance:** Subgrantees may request an advance of awarded funds according to the terms set forth in the Standard Agreement. Advance requests are also submitted via the RFF form. *Prior to requesting drawdown of additional funds, an expenditure report, including documentation of expenditures totaling no less than 80% of all previously drawn funds must be submitted.*

EXPENDITURE REPORTS AND DOCUMENTATION: Subgrantees most submit Expenditure Reports and Documentation accounting for all grant funds.

- **Expenditure Reports:** Expenditure Reports may consist of *either* a detailed **ledger of expenditures exported from Quickbooks or a similar accounting program** or via Empower Tehama Form 378, **Subgrantee Expenditure Log** and must include documentation as described below.
- **Documentation:** For each expense incurred, with the exception of payroll expenses, subgrantees will complete a **379 Subgrantee Expense Documentation Form** and attached a receipt and/or a copy of the check used to pay the expense. Documentation of **payroll expenses described in submitted Expenditure Reports** must be maintained by the subgrantee for no less than five years and must be made available to Empower Tehama upon request during that time.

Detailed instructions for completing each of these forms, along with samples of competed forms can be found on the following pages and are also available for download alongside each form at www.empowertehama.org/grantforms.

Quick Start Guide: Subgrantee Drawdown Requests

1. Visit www.empowertehama.org/grantforms to download needed forms and detailed instructions.
   Forms are available in both FILLABLE and PRINTABLE formats. For the quickest, easiest experience, Empower Tehama recommends using FILLABLE forms.

2. Complete **Form 377 Request for Funds**
   For detailed instructions, see *377i: Instructions for completing Form 377 Request for Funds.*

3. Complete **Form 378 Subgrantee Expenditure Log**
   For detailed instructions, see *378i: Instructions for completing Form 378 Subgrantee Expenditure Log.*

4. Complete **Form 379 Subgrantee Expense Documentation Form**
   For detailed instructions, see *379i: Instructions for completing Form 379 Subgrantee Expense Documentation Form.*

5. Submit all forms electronically to andrea@empowertehama.org or in person or by mail to 1805 Walnut St., Red Bluff, CA 96080.

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Instructions for completing Form 377 Request for Funds

To use the FILLABLE form:

This digital form was created in Microsoft Excel should be completed using Excel. While it may be possible to open or even edit the form other digital tools such as Google Sheets or OpenOffice Calc, response-dependent and calculation fields may not operate properly. If your organization is a non-profit and does not currently have access to Excel, consider joining www.techsoup.com for access to discounted software.

1. Download 377 Request for Funds FILLABLE at www.empowertehama.org/grantforms
2. Save the workbook to a local drive.
3. Open the workbook in Microsoft Excel.
4. Right click on the worksheet tab in the lower left corner called "RFF Template" and select "Move or Copy".
5. Check the box beside "Create a copy" and click "OK".
6. A new tab will appear in your workbook called "RFF Template (2)". Right click on the new tab and select "Rename". Rename the sheet "RFF 1".
7. Complete all yellow highlighted fields on the new RFF worksheet you've created.
8. After selecting either "Reimbursement" or "Advance" in the "Drawdown Type" field, additional fields will appear. To see a sample of a completed form that corresponds to the form you are completing:
    a. If this is your first RFF, and you have selected "Advance", see **SAMPLE A**.
    b. If this not your first RFF, and you have selected "Advance," See **SAMPLE B**.
    c. If this is your first RFF and you have selected "Reimbursement," see **SAMPLE C**.
    d. If this not your first RFF, and you have selected "Reimbursement," See **SAMPLE D**.
9. Read each declaration and **complete all actions** before selecting "Yes" beside each to confirm.
10. Once all declarations have been confirmed, a signature block will appear. Complete the yellow highlighted fields.
11. To sign the RFF, print out the document and sign it by hand, or save it as a PDF and use any secure digital signature software (i.e., DocuSign, AdobeSign, etc.)
12. Once you've reviewed the RFF and corrected any errors, submit the completed RFF along with your 378 Subgrantee Expense Log, if applicable, according to Requests for Funds section in your Standard Agreement.
13. When you are ready to submit your next RFF, re-open the workbook and copy the RFF Template again, then rename it with the corresponding RFF number (example: "RFF 4").

14. Complete the yellow highlighted fields.
    a. The "Total Award" field should match the same field on all previously submitted RFFs.
    b. The "Amount Previously Drawn" field should match the "Total Drawn (including this RFF)" field from the most recent previous RFF.
15. Repeat Steps 7-12.

To use one of the <u>PRINTABLE</u> RFF forms:

1. Go to www.empowertehama.org/grantforms and download the appropriate form:
    a. If you plan to request a Reimbursement, choose "**377 Reimbursement Request for Funds (Reimbursement) PRINTABLE**".
    b. If you plan to request an advance, choose "**377 Reimbursement Request for Funds (Advance) PRINTABLE**"
    c. Print out the form you've downloaded
    d. Follow the directions below for the appropriate form

377 Request for Funds (Advance) PRINTABLE Instructions

1. Complete all fields on the RFF form. To see a sample of a completed form that corresponds to the form you are completing:
    a. If this is your first RFF see **SAMPLE E**.
    b. If this not your first RFF see **SAMPLE F**.

    When you get to the section entitled, "DRAWDOWN REQUEST", complete the fields as follows:
    a. **A. Total Award**: Enter the total amount that was awarded in the contract.
    b. **B. Amount Previously Drawn:** Enter the cumulative total of the funds that have been drawn down from the contract in previous RFFs. *To be eligible to request an advance, expenditure reports and documentation accounting for no less than 80% of the Amount Previously Drawn must have been previously submitted or being submitted alongside the RFF.*
    c. **C. Requested Amount:** Enter the total that is being requested through this RFF.
    d. **D. Total Drawn (A+B):** Enter the sum of the totals in the Amount Previously Drawn" and "Requested Amount" fields.
    e. **E. Amount Remaining to Draw (A-D):** Subtract the amount from the "Total Drawn" field from the "Total Award" field and enter the difference here.
2. Read each declaration and complete all actions then initial the box beside each to confirm. If this is the FIRST RFF being submitted for this contract and you are requesting an Advance, initial only the top three declarations and leave the remaining three blank. Otherwise, initial all six declarations.
3. Once you've reviewed the RFF and corrected any errors, sign the RFF and submit it. If this is the FIRST RFF being submitted for this contract and you are requesting

an Advance, the RFF can be submitted alone. Otherwise, you must include an Expense Report and Documentation with your submission. (Expense Log and Documentation instructions can be found in the Subgrantee Drawdown, Expenditure Reporting and Documentation Guidelines.)

377 Request for Funds (Reimbursement) PRINTABLE Instructions

1. Complete all fields on the RFF form. To see a sample of a completed form that corresponds to the form you are completing:
    a. If this is your first RFF see **SAMPLE G**.
    b. If this not your first RFF see **SAMPLE H**.

    When you get to the section entitled, "DRAWDOWN REQUEST", complete the fields as follows:
    a. **A. Total Award**: Enter the total amount that was awarded in the contract.
    b. **B. Amount Previously Drawn:** Enter the cumulative total of the funds that have been drawn down from the contract in previous RFFs.
    c. **C. Requested Amount:** Enter the total that is being requested through this RFF. *This amount **must** match the total on the 378 Subgrantee Expense Log that is being submitted along with the RFF.*
    d. **D. Total Drawn (A+B):** Enter the sum of the totals in the Amount Previously Drawn" and "Requested Amount" fields.
    e. **E. Amount Remaining to Draw (A-D):** Subtract the amount from the "Total Drawn" field from the "Total Award" field and enter the difference here.
2. Read each declaration, complete all actions then initial the box beside each to confirm.
3. Once you've reviewed the RFF and corrected any errors, sign the RFF and submit it along with the completed Expenditure Report and documentation.

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SAMPLE A

FILLABLE FIRST ADVANCE RFF IN NEW CONTRACT

Request for Funds (RFF)

RFF #:	1

Date:	9/1/2020

Drawdown Type:	Advance

Standard Agreement #:	SAMPLE-20-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
Total Award	Amount previously drawn:	**Requested Amount**	Total Drawn (including this RFF)	Amount Remaining to Draw
$122,000.00	$0.00	**$16,589.00**	$16,589.00	$105,411.00

Please read each declaration and select 'Yes' to confirm:

Yes	The amount requested above is in compliance with the Standard Agreement.
Yes	Funds received in response to this request will be expended on eligible costs as described in the Standard Agreement.
Yes	Subgrantee acknowledges that no further funds can be drawn down until no less than 80% of previously drawn funds have been expended and documented.

Instructions: Print, sign and submit this form to Empower Tehama, along with documentation of each eligible expense listed. RFFs may be submitted by email to mo@empowertehama.org, by fax at 530-528-9339 or by mail to: Empower Tehama, Attn: Accounting, 1805 Walnut St., Red Bluff, CA 96080

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities associated with the costs presented herein are in compliance with the contract listed above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	9/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

SAMPLE B

FILLABLE SUBSEQUENT ADVANCE RFF IN CONTRACT

EMPOWER Tehama

Request for Funds (RFF)

RFF #:	2

Date:	10/1/2020

Drawdown Type:	**Advance**

Standard Agreement #:	SAMPLE-20-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request

Total Award	Amount previously drawn:	**Requested Amount**	Total Drawn (including this RFF)	Amount Remaining to Draw
$122,000.00	$16,589.00	**$22,414.00**	$39,003.00	$82,997.00

80%= $13,271.20

Please read each declaration and select 'Yes' to confirm:

Yes	An Expenditure Report is attached. Expenditure Reports submitted, including the attached report, account for no less than 80% of the amount in the Amount Previously Drawn field above.
Yes	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
Yes	Documentation of payroll expenses listed in the attached Expenditure Report will be maintained for no less than five years and will be made available to Empower Tehama upon request.

Instructions: Print, sign and submit this form to Empower Tehama, along with documentation of each eligible expense listed. RFFs may be submitted by email to mo@empowertehama.org, by fax at 530-528-9339 or by mail to: Empower Tehama, Attn: Accounting, 1805 Walnut St., Red Bluff, CA 96080

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities associated with the costs presented herein are in compliance with the contract listed above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	10/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

SAMPLE C

FILLABLE FIRST REIMBURSEMENT RFF IN NEW CONTRACT

Request for Funds (RFF)

RFF #:	1
Date:	9/1/2020

Drawdown Type:	Reimbursement

Standard Agreement #:	SAMPLE-20-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
Total Award	Amount previously drawn:	**Requested Amount**	Total Drawn (including this RFF)	Amount Remaining to Draw
$122,000.00	$0.00	**$16,589.00**	$16,589.00	$105,411.00

Please read each declaration and select 'Yes' to confirm:

Yes	An Expenditure Report accounting for the total Reimbursement amount requested is attached.
Yes	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
Yes	Documentation of payroll expenses listed in the attached Expenditure Report will be maintained for no less than five years and will be made available to Empower Tehama upon request.

Instructions: Print, sign and submit this form to Empower Tehama, along with documentation of each eligible expense listed. RFFs may be submitted by email to mo@empowertehama.org, by fax at 530-528-9339 or by mail to: Empower Tehama, Attn: Accounting, 1805 Walnut St., Red Bluff, CA 96080

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities associated with the costs presented herein are in compliance with the contract listed above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	9/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

SAMPLE D

FILLABLE SUBSEQUENT REIMBURSEMENT RFF IN CONTRACT

Request for Funds (RFF)

RFF #:	
Date:	10/1/2020

Drawdown Type:	**Reimbursement**

Standard Agreement #:	SAMPLE-20-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
Total Award	Amount previously drawn:	**Requested Amount**	Total Drawn (including this RFF)	Amount Remaining to Draw
$122,000.00	$16,589.00	**$22,414.00**	$39,003.00	$82,997.00

Please read each declaration and select 'Yes' to confirm:

Yes	An Expenditure Report accounting for the total Reimbursement amount requested is attached.
Yes	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
Yes	Documentation of payroll expenses listed in the attached Expenditure Report will be maintained for no less than five years and will be made available to Empower Tehama upon request.

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Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	10/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

SAMPLE E

PRINTABLE FIRST ADVANCE RFF IN NEW CONTRACT

EMPOWER Tehama

Request for Funds (RFF)

RFF #:	1

Date:	9/1/2020

Drawdown Type:	**Advance**

Standard Agreement #:	SAMPLE-10-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
A. Total Award	B. Amount previously drawn:	**C. Requested Amount**	Total Drawn (A+B)	E. Amount Remaining to Draw (A-D)
$122,000	$0	$16,589	$16,589	$105,411

Please intial each declaration to confirm:

JD	The amount requested above is in compliance with the Standard Agreement.
JD	Funds received in response to this request will be expended on eligible costs as described in the Standard Agreement.
JD	Subgrantee acknowledges that no further funds can be drawn down until no less than 80% of previously drawn funds have been expended and documented.

IF THIS IS THE FIRST RFF FOR THIS CONTRACT, leave the next three declarations blank. Otherwise, please intial.

	An Expenditure Report is attached. Expenditure Reports submitted, including the attached report, account for no less than 80% of the amount in the Total Drawn (including this RFF) field above.
	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
	Documentation of payroll expenses listed in the attached Expenditure Report will be maintained for no less than five years and will be made available to Empower Tehama upon request.

Instructions: Sign and submit this form to Empower Tehama, along with documentation of each eligible expense. RFFs may be submitted by email to mo@empowertehama.org, by fax at 530-528-9339 or by mail to: Empower Tehama, Attn: Accounting, 1805 Walnut St., Red Bluff, CA 96080

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Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	9/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

SAMPLE F

PRINTABLE SUBSEQUENT ADVANCE RFF IN CONTRACT

EMPOWER Tehama

Request for Funds (RFF)

RFF #:	2

Date:	10/1/2020

Drawdown Type:	**Advance**

Standard Agreement #:	SAMPLE-10-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
A. Total Award	B. Amount previously drawn:	**C. Requested Amount**	Total Drawn (A+B)	E. Amount Remaining to Draw (A-D)
$122,000	$16,589	$122,414	$39,003	$82,997

Please intial each declaration to confirm:

JD	The amount requested above is in compliance with the Standard Agreement.
JD	Funds received in response to this request will be expended on eligible costs as described in the Standard Agreement.
JD	Subgrantee acknowledges that no further funds can be drawn down until no less than 80% of previously drawn funds have been expended and documented.

IF THIS IS THE FIRST RFF FOR THIS CONTRACT, leave the next three declarations blank. Otherwise, please intial.

JD	An Expenditure Report is attached. Expenditure Reports submitted, including the attached report, account for no less than 80% of the amount in the Total Drawn (including this RFF) field above.
JD	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
JD	Documentation of payroll expenses listed in the attached Expenditure Report will be maintained for no less than five years and will be made available to Empower Tehama upon request.

Instructions: Sign and submit this form to Empower Tehama, along with documentation of each eligible expense. RFFs may be submitted by email to mo@empowertehama.org, by fax at 530-528-9339 or by mail to: Empower Tehama, Attn: Accounting, 1805 Walnut St., Red Bluff, CA 96080

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities associated with the costs presented herein are in compliance with the contract listed above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	10/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

EMPOWER Tehama

Request for Funds (RFF)

RFF #:	1
Date:	9/1/2020

Drawdown Type:	**Reimbursement**

Standard Agreement #:	SAMPLE-10-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
A. Total Award	B. Amount previously drawn:	**C. Requested Amount**	Total Drawn (A+B)	E. Amount Remaining to Draw (A-D)
$122,000	$0	$16,589	$16,589	$105,411

Please intial each declaration to confirm:

JD	An Expenditure Report accounting for the total Reimbursement amount requested is attached.
JD	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
JD	Documentation of payroll expenses listed in the attached Expenditure Report will be maintained for no less than five years and will be made available to Empower Tehama upon request.

Instructions: Sign and submit this form to Empower Tehama, along with documentation of each eligible expense. RFFs may be submitted by email to mo@empowertehama.org, by fax at 530-528-9339 or by mail to: Empower Tehama, Attn: Accounting, 1805 Walnut St., Red Bluff, CA 96080

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities associated with the costs presented herein are in compliance with the contract listed above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	9/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

EMPOWER Tehama

Request for Funds (RFF)

RFF #:	2

Date:	10/1/2020

Drawdown Type:	**Reimbursement**

Standard Agreement #:	SAMPLE-10-01		
Subgrantee Name:	Sample Agency		
Project Name:	Sample Project		
Subgrantee Address:	123 Main St., Red Bluff, CA 96080		
Fiscal Contact Name:	Barbara Dee		
Phone Number:	530-555-5555	Email:	bdee@sampleagency.org

Drawdown Request				
A. Total Award	B. Amount previously drawn:	**C. Requested Amount**	Total Drawn (A+B)	E. Amount Remaining to Draw (A-D)
$122,000	$16,589	$122,414	$39,003	$82,997

Please intial each declaration to confirm:

JD	An Expenditure Report accounting for the total Reimbursement amount requested is attached.
JD	Backup documentation for each expense included in the attached Expenditure Report, with the exception of payroll records, is also attached.
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"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate, and the activities associated with the costs presented herein are in compliance with the contract listed above. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Authorized Signer Name:	John Doe		
Authorized Signer Title:	Executive Director		
Signature:	John Doe	Date:	10/1/2020

Empower Tehama Use Only:

Received by _____ on: _____
Paid by _____ on: _____

SAMPLE

Instructions for completing Form 378 Subgrantee Expenditure Log

In lieu of entering each expenditure into the Subgrantee Expenditure Log (SEL), subgrantees may choose to instead attach a **detailed expenditure report exported from a standard digital accounting system** to their SEL submission. Subgrantees who wish to do this should **prepare and export this report prior to completing the SEL** according to the following directions. (See the attached example of an Accounting System Report)

To use the FILLABLE form:

This digital form was created in Microsoft Excel should be completed using Excel. While it may be possible to open or even edit the form other digital tools such as Google Sheets or OpenOffice Calc, response-dependent and calculation fields may not operate properly. If your organization is a non-profit and does not currently have access to Excel, consider joining www.techsoup.com for access to discounted software.

1. Download 378 Subgrantee Expenditure Log FILLABLE at www.empowertehama.org/grantforms
2. Save the workbook to a local drive.
3. Open the workbook in Microsoft Excel.
4. Right click on the worksheet tab in the lower left corner called "Expenditure Log Template" and select "Move or Copy".
5. Check the box beside "Create a copy" and click "OK".
6. A new tab will appear in your workbook called "Expenditure Log Template (2)". Right click on the new tab and select "Rename". Rename the sheet "Log 1".
7. Complete all yellow highlighted fields on the new Log you've created.
    a. Complete the Date, Subgrantee Name and Standard Agreement fields as appropriate.
    b. In the "RFF #" field, enter the number on the RFF that this expenditure log will accompany.
    c. In the "Drawdown Type" field, select the same option that has been selected on the accompanying RFF.
    d. In the "A. Amount Previously Drawn" field, enter the same amount you've entered in the field with the same name in the accompanying RFF.
    e. In the "B. Requested on this RFF" field, enter the amount from the "Requested Amount" field on the accompanying RFF.
    f. Box C will automatically calculate.
    g. In the "D. Amount Previously Documented" field, enter the combined total from the "Expenditure Log Total" fields on all previously submitted Expenditure Logs.
    h. Box E will automatically calculate based on the response selected in "Drawdown Type", the amount entered in either Box A or Box B, and the

amount entered in Box D.
(If you selected "Advance", the amount shown in Box E will equal 80% of the amount previously drawn entered in Box A minus the amount previously documented entered in Box D. If you selected "Reimbursement", Box E will equal the total the amount calculated in Box C minus the amount previously documented entered in Box D.)

8. Enter expenditures into the log.
   Attaching a report exported from your digital accounting system? Instead of entering each expenditure into the form as described below,
   a. If you **will** be attaching a report exported from your digital accounting system:
      i. Date: Enter the date that the report was exported.
      ii. Check #: No entry required
      iii. Vendor: No entry required
      iv. Description: Enter "Total from attached report"
      v. Amount: Enter the total expenditure amount represented on the attached report exported from your digital accounting system.
   b. If you **will not** be attaching a report exported from your digital accounting system:
      i. Check #: Enter the Check Number, Invoice Number or other transaction number that corresponds to this expenditure.
      ii. Vendor: Enter the name of the Vendor with whom this transaction was conducted.
      iii. Description: Enter a short description of the goods or services purchased in this transaction.
      iv. Amount: Enter the total amount of the transaction.
      If you need more lines on which to enter expenditures, right-click on the row number to the left of row just below the last log row and select "Insert".
9. As you enter expenditures into the log, Box F will update with the total of the expenditures entered so far, and Box G will update to display the minimum amount that you still must enter in order for the accompanying RFF to be accepted.
10. When the log of expenditures meets or exceeds the minimum amount required based on your responses in the top section of the form, the RED cell that reads "EXPENDITURE LOG INCOMPLETE" will change to a green cell that reads, "EXPENDITURE LOG COMPLETE". If you have additional expenditures to report, you can continue adding them.
11. Once you have completed the log, a signature block will appear. Complete the yellow highlighted fields.
12. Once the log is complete, sign the lower section. You may print out the document and sign it by hand, or save it as a PDF and use any secure digital signature software (i.e., DocuSign, AdobeSign, etc.
13. For each expense incurred, with the exception of payroll expenses, complete a **379 Subgrantee Expense Documentation Form** and attached a receipt and/or a copy of the check used to pay the expense. Documentation of **payroll**

expenses described in submitted Expenditure Reports must be maintained by the subgrantee for no less than five years and must be made available to Empower Tehama upon request during that time.

To use the PRINTABLE form:

1. Download **378 Subgrantee Expenditure Log PRINTABLE** at www.empowertehama.org/grantforms
2. Print out the form.
3. Complete the Date, Subgrantee Name and Standard Agreement fields as appropriate.
4. In the "RFF #" field, enter the number on the RFF that this expenditure log will accompany.
5. In the "Drawdown Type" field, enter either "Advance" or "Reimbursement". This should match the option in the "Drawdown Type" field on the accompanying RFF.
6. In the "A. Amount Previously Drawn" field, enter the same amount you've entered in the field with the same name in the accompanying RFF.
7. In the "B. Requested on this RFF" field, enter the amount from the "Requested Amount" field on the accompanying RFF.
8. Add the amounts in box A and Box B together and enter the total in "C. Total Drawn/Requested".
9. In the "D. Amount Previously Documented" field, enter the combined totals from all previously submitted Expenditure Logs.
10. Subtract the amount in Box D from the amount in Box C and enter the result in "E. Amount Remaining to Document".
11. Leave "F. Total of Expenditures listed on this page and any Additional Log Sheets" blank until you have completed the lower section of the form.
12. To complete "G. For RFF approval, this Expenditure Log must be no less than:"
    a. If you entered "Advance" in "Drawdown Type", multiply the total in Box A by 80% or 0.08 and enter the result.
    b. If you entered "Reimbursement" in "Drawdown Type", enter the same amount you entered in Box C.
13. Enter expenditures into the log. Keep in mind that you must list expenditures for which the combined total is equal to or greater than the amount in Box G.
    Attaching a report exported from your digital accounting system? Instead of entering each expenditure into the form as described below,
    a. If you **will** be attaching a report exported from your digital accounting system:
        i. Date: Enter the date that the report was exported.
        ii. Check #: No entry required
        iii. Vendor: No entry required
        iv. Description: Enter "Total from attached report"
        v. Amount: Enter the total expenditure amount represented on the attached report exported from your digital accounting system.

b. If you **will not** be attaching a report exported from your digital accounting system:
    i. Check #: Enter the Check Number, Invoice Number or other transaction number that corresponds to this expenditure.
    ii. Vendor: Enter the name of the Vendor with whom this transaction was conducted.
    iii. Description: Enter a short description of the goods or services purchased in this transaction.
    iv. Amount: Enter the total amount of the transaction.
    v. When you have entered all of your expenditures OR have used all of the available lines on this page, enter the total amount of all expenditures listed in the "Total Amount listed on this page:" row.
    vi. If you have more expenditures to list than rows available on the page, use as many copies of page 2 of the form, "Subgrantee Expenditure Log: Additional Log Sheet" as needed to list all expenditures.

14. When you have completed listing and totaling your expenditures, enter the combined total from the "Total Amount listed on this page" rows from all log sheets to be included with this submission in "F. Total of Expenditures listed on this page and any Additional Log Sheets".
15. Compare the total in Box G with the total in Box F. If the amount entered in Box F is equal to or greater than the amount entered in Box G, the SEL is complete. If not, you must wait until you have more expenditures to report in order to submit your RFF and documentation.
16. For each expense incurred, with the exception of payroll expenses, complete a **379 Subgrantee Expense Documentation Form** and attached a receipt and/or a copy of the check used to pay the expense. Documentation of **payroll expenses described in submitted Expenditure Reports** must be maintained by the subgrantee for no less than five years and must be made available to Empower Tehama upon request during that time.

Final Expenditure Log:

- If you have drawn funds using the **Advance** method, you must request 100% of your funds prior to the grant end date, expend all funds on or before the grant end date, and submit a Final Expenditure Log within 30 days of the grant end date.
- If you have drawn down funds using the **Reimbursement** method, you must expend all funds prior to the grant end date and submit your Final Expenditure Log and Expense Documentation within 30 days of the grant end date to receive the remainder of your reimbursement funds.

The **Final Expenditure Log** is included within the FILLABLE version of Form 378 Subgrantee Expenditure Log. The PRINTABLE version must be downloaded separately at www.empowertehama.org/grantforms.

SAMPLE A

FILLABLE WITH REPORT FROM DIGITAL ACCOUNTING SYSTEM ATTACHED

EMPOWER Tehama

Subgrantee Expenditure Log

Date:	10/1/2020

Subgrantee Name:		Sample Agency		
RFF #	2	Standard Agreement #:	SAMPLE-20-01	
Drawdown Type:		Reimbursement		
A. Amount previously drawn:		B. Requested on this RFF	C. Cumulative Amount that must be documented prior to approval of accompanying RFF	D.Amount Previously Documented
$16,589.00		$22,414.00	$39,003.00	$16,589.00
E. Minimum Amount Remaining to Document			**F. Expenditure Log Total**	G. Minimum Amount Remaining to List Below
$22,414.00			**$22,414.00**	-

EXPENDITURE LOG COMPLETE

Date	Check #	Vendor	Description	Amount
10/1/2020			Total from attached report	$22,414.00

To add more rows, insert a row above this one, then copy and paste the small row number from one of the rows above into the additional rows.

Include a completed Subgrantee Expense Documentation Form (Form 379) for each expenditure listed.

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate."

Printed Name of Authorized Signer:	John Doe
Authorized Signature:	John Doe

Empower Tehama Use Only: Verified by _____ on: _____

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Sample Agency
Sample Project P&L
September 1 - September 30, 2020

	Sample Project	TOTAL
Income		
Government Grants	0.00	0.00
Total Income	**$ 0.00**	**$ 0.00**
Gross Profit	**$ 0.00**	**$ 0.00**
Expenses		
Payroll Expenses		0.00
Taxes	2,006.02	2,006.02
Wages	14,483.50	14,483.50
Total Payroll Expenses	**$ 16,489.52**	**$ 16,489.52**
Supplies & Materials	5,924.48	5,924.48
Total Expenses	**$ 22,414.00**	**$ 22,414.00**
Net Operating Income	**-$ 22,414.00**	**-$ 22,414.00**
Net Income	**-$ 22,414.00**	**-$ 22,414.00**

Thursday, Oct 1, 2020 01:10:46 PM GMT-7 - Accrual Basis

Sample Agency
Sample Project Expenses
September 1 - September 30, 2020

	Date	Memo/Description	Amount	Balance
Supplies & Materials				
Programs & Projects				
Fairgrounds Shelter				
	9/30/2020	Walmart 9/7: Kitchen Supplies	69.78	69.78
	9/30/2020	Walmart 9/7: Milk	9.06	78.84
	9/30/2020	Dollar Tree 9/9: Kitchen Supplies & Hygiene Items	45.85	124.69
	9/30/2020	Grocery Outlet 9/9: Milk, eggs, butter	50.88	175.57
	9/30/2020	Raley's 9/9: Milk	17.88	193.45
	9/30/2020	Walmart 9/9: Health/Hygiene Supplies, electrical cords, and copy paper	121.15	314.60
	9/30/2020	SmartFoods 9/15: Kitchen Supplies	202.14	516.74
	9/30/2020	Dollar Tree 9/16: Health/Hygiene Items, Kitchen Supplies	45.15	561.89
	9/30/2020	SmartFoods 9/20: Kitchen Supplies & Food	370.58	932.47
	9/30/2020	Walmart 9/23: Health/Hygiene Items, 2 TVs & 2 DVD Players for shelter dorms	916.01	1,848.48
	9/30/2020	Steve's A-Z Appliance 9/23: Washer and Dryer	2,591.08	5,758.98
	9/30/2020	A&R Butchering 9/23: Meat for meals	1,003.87	6,762.85
	9/30/2020	Evergreen 9/23: Sanitation products: Gloves and Disinfectant	418.50	7,181.35
	9/30/2020	Dollar Tree 9/23: Kitchen Supplies, Office SUpplies, Health/Hygiene Items	62.55	7,243.90
Total for Sample Project			**$ 5,924.48**	
Total for Programs & Projects			**$ 5,924.48**	
Total for Supplies & Materials			**$ 5,924.48**	
TOTAL			**$ 5,924.48**	

FILLABLE WITH REPORT FROM DIGITAL ACCOUNTING SYSTEM ATTACHED
SAMPLE A

Sample Agency
Sample Project Payroll & Taxes
September 1 - September 30, 2020

	Amount
Payroll Expenses	
Taxes	
Programs & Projects	
Sample Project	
Total for Sample Project	**$ 2,006.02**
Total for Programs & Projects	**$ 2,006.02**
Total for Taxes	**$ 2,006.02**
Wages	
Programs & Projects	
Sample Project	
Total for Sample Project	**$ 14,483.50**
Total for Programs & Projects	**$ 14,483.50**
Total for Wages	**$ 14,483.50**
Total for Payroll Expenses	**$ 16,489.52**
TOTAL	**$ 16,489.52**

Thursday, Oct 1, 2020 01:10:46 PM GMT-7 - Accrual Basis

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SAMPLE B

FILLABLE WITH DETAILED LOG

EMPOWER Tehama

Subgrantee Expenditure Log

Date:	10/1/2020

Subgrantee Name:		Sample Agency		
RFF #	2	Standard Agreement #:	SAMPLE-20-01	
Drawdown Type:		Reimbursement		
A. Amount previously drawn:		B. Requested on this RFF	C. Cumulative Amount that must be documented prior to approval of accompanying RFF	D.Amount Previously Documented
$16,589.00		$22,414.00	$39,003.00	$16,589.00
E. Minimum Amount Remaining to Document			**F. Expenditure Log Total**	G. Minimum Amount Remaining to List Below
$22,414.00			**$22,414.00**	-

EXPENDITURE LOG COMPLETE

Date	Check #	Vendor	Description	Amount
9/7//2020	VISA	Walmart	Kitchen Supplies	$69.78
9/7/2020	VISA	Walmart	Milk	$9.06
9/9/2020	VISA	Dollar Tree	Kitchen Supplies, Hygiene Items	$45.85
9/9/2020	VISA	Grocery Outlet	Food	$50.88
9/9/2020	VISA	Raley's	Food	$17.88
9/9/2020	VISA	Walmart	Hygiene items, electrical cords, paper	$121.15
9/15/2020	VISA	SmartFoods	Kitchen Supplies	$202.14
9/16/2020	VISA	Dollar Tree	Health/Hygiene items, kitchen supplies	$45.15
9/20/2020	VISA	SmartFoods	Kitchen supplies and food	$370.58
9/23/2020	VISA	Walmart	2 TVs, 2 DVD players for shelter dorms	$916.01
9/23/2020	VISA	Steve's A-Z Appliance	Washer and Dryer	$2,591.08
9/23/2020	VISA	A&R Butchering	Meat for meals	$1,003.87
9/23/2020	VISA	Evergreen	Sanitation products, gloves, disinfectant	$418.50
9/23/2020	VISA	Dollar Tree	Kitchen and office supplies, hygiene items	$62.55
9/20/2020	1208-1340	Payroll	Employer Taxes and Wages	$16,489.52

To add more rows, insert a row above this one, then copy and paste the small row number from one of the rows above into the additional rows.

Include a completed Subgrantee Expense Documentation Form (Form 379) for each expenditure listed.

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate."

Printed Name of Authorized Signer:	John Doe
Authorized Signature:	John Doe

Empower Tehama Use Only: Verified by _____ on: _____

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SAMPLE C

PRINTABLE ADVANCE WITH DETAILED LOG

EMPOWER Tehama

Subgrantee Expenditure Log

Date:	10/1/2020

Subgrantee Name:		Sample Agency		
RFF #	2	Standard Agreement #:	SAMPLE-20-01	
Drawdown Type:		Advance	<<< Enter either "Advance" or "Reimbursement" in "Drawdown Type"	

A. Amount previously drawn:	B. Requested on this RFF	C. Total Drawn/Requested (A+B)	D. Amount Previously Documented	E. Amount Remaining to Document (C-D)
$25,000.00	$25,000.00	$50,000.00	$0	$50,000.00

F. Total of Expenditures listed on this page and any Additional Log Sheets	G. For RFF approval, this Expenditure Log must be no less than: To find the correct response for this field: If you entered "Advance" in "Drawdown Type" then multiply A x 0.8 If you entered "Reimbursement" in "Drawdown Type", enter the same amount you entered in C.	If the amount entered in F is equal to or greater than the amount entered in G, then this Expenditure Log is complete.
$22,414.00	$20,000.00	

Date	Check #	Vendor	Description	Amount
9/7/2020	VISA	Walmart	Kitchen Supplies	$69.78
9/7/2020	VISA	Walmart	Milk	$9.06
9/9/2020	VISA	Dollar Tree	Kitchen Supplies, Hygiene Items	$45.85
9/9/2020	VISA	Grocery Outlet	Food	$50.88
9/9/2020	VISA	Raley's	Food	$17.88
9/9/2020	VISA	Walmart	Hygiene items, electrical cords, paper	$121.15
9/15/2020	VISA	SmartFoods	Kitchen Supplies	$202.14
9/16/2020	VISA	Dollar Tree	Health/Hygiene items, kitchen supplies	$45.15
9/20/2020	VISA	SmartFoods	Kitchen supplies and food	$370.58
9/23/2020	VISA	Walmart	2 TVs, 2 DVD players for shelter dorms	$916.01
9/23/2020	VISA	Steve's A-Z Appliance	Washer and Dryer	$2,591.08
			Total Amount listed on this page:	$4,439.56

Additional Expenditures can be listed on Additional Log Sheets as needed. Submit any Additional Log Sheets with this signed Expenditure Log. ***Include a completed Subgrantee Expense Documentation Form (Form 379) for each expenditure listed.***

"By signing this form, I certify to the best of my knowledge and belief that the form is true, complete, and accurate."

Printed Name of Authorized Signer:	John Doe
Authorized Signature:	John Doe

Empower Tehama Use Only: Verified by _____ on: _____

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SAMPLE C

Subgrantee Expenditure Log: Additional Log Sheet

Page: 2

RFF #	2	Standard Agreement #:	SAMPLE-20-01

Date	Check #	Vendor	Description	Amount
9/23/2020	VISA	A&R Butchering	Meat for meals	$1,003.87
9/23/2020	VISA	Evergreen	Sanitation products, gloves, disinfectant	$418.50
9/23/2020	VISA	Dollar Tree	Kitchen and office supplies, hygiene items	$62.55
9/20/2020	1208-1340	Payroll	Employer Taxes and Wages	$16,489.52
			Total Amount listed on this page:	$17,974.44

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Instructions for completing Form 379 Expense Documentation Form (SEDF)

To use the FILLABLE form:

This digital form was created in Microsoft Excel should be completed using Excel. While it may be possible to open or even edit the form other digital tools such as Google Sheets or OpenOffice Calc, response-dependent and calculation fields may not operate properly. If your organization is a non-profit and does not currently have access to Excel, consider joining www.techsoup.com for access to discounted software.

1. Download **379 Subgrantee Expense Documentation Form FILLABLE** at www.empowertehama.org/grantforms
2. Save the workbook to a local drive.
3. Open the workbook in Microsoft Excel. The workbook contains 20 documentation sheets. Each expenditure will use it's own sheet. You can create additional sheets as needed by following these steps:
    a. Right click on the worksheet tab in the lower left corner called "Expense Form Template" and select "Move or Copy".
    b. Check the box beside "Create a copy" and click "OK".
    c. A new tab will appear in your workbook called "Expense Form Template (2)". Right click on the new tab and select "Rename". Rename the sheet "21" (or, if you're adding multiple sheets, name it using the number one above the last sheet you created.)
4. For each expense, complete all yellow highlighted fields on a documentation sheet:
    a. Date: Enter the date the purchase was made. This should match the date displayed on the receipt you plan to attach.
    b. Vendor: Enter the name of the vendor from whom the purchase was made. This should match the vendor name on the receipt you plan to attach.
    c. Description of Items Purchased: Enter a brief description of the items or services purchased.
    d. Purpose: Enter a brief explanation of how the items or services purchased contribute to the program, if it is not evident already from the information provided in the description field.
    e. Total Cost: Enter the total cost for the purchase. This should match the total displayed on the receipt you plan to attach.
5. In the large field on the right with the dashed border, insert a scan or photo of the receipt that corresponds to this purchase. (If you wish to affix the receipts manually rather than inserting scanned images, skip to Step 4 under the instructions for using the PRINTABLE version of the form.)

6. Repeat steps 4 and 5 until all purchases listed on your Subgrantee Expenditure Log (SEDF) have been documented.
7. Include the resulting workbook (or hard copies) along with your completed RFF and SEDF with your submission.

To use the <u>PRINTABLE</u> form:

1. Download **378 Subgrantee Expense Documentation Form PRINTABLE** at www.empowertehama.org/grantforms
2. Print out one copy of the form for each purchase listed on the Subgrantee Expenditure Log you plan to submit with your RFF
3. Complete the fields on the Subgrantee Expense Documentation Form (SED)
    a. Date: Enter the date the purchase was made. This should match the date displayed on the receipt you plan to attach.
    b. Vendor: Enter the name of the vendor from whom the purchase was made. This should match the vendor name on the receipt you plan to attach.
    c. Description of Items Purchased: Enter a brief description of the items or services purchased.
    d. Purpose: Enter a brief explanation of how the items or services purchased contribute to the program.
    e. Total Cost: Enter the total cost for the purchase. This should match the total displayed on the receipt you plan to attach.
4. Attach the receipt that corresponds to this purchase in the box on the right with the dashed border. (You may choose to submit the original receipt with the form or to make a photocopy of the form with the receipt visible, remove the receipt to keep for your records, and submit the photocopy to Empower Tehama with your RFF and SEDF.) If the receipt is too large to fit in the box provided, the receipt (or a photocopy of the receipt) can be paper clipped to the SED form for submission. Please do not submit stapled pages for which you will be submitting hard copies.
5. Repeat steps 4 and 5 until all purchases listed on your SEDF have been documented.
6. Include the completed documentation forms with your completed RFF and SEDF with your submission.

SAMPLE A

FILLABLE

Subgrantee Expense Documentation Form

Date:	9/7/2020
Vendor:	Walmart

Description of Items Purchased:
Kitchen Supplies

Purpose:
Shelter meal prep

Total Cost:	$69.78

See back of receipt for your chance to win $1000 a day. 9GWK029K

Walmart

SUPERCENTER
530-529-5540 MGR:KIM
608 LUTHER ROAD
RED BLUFF, CA 96080

ST# 01608 OP# 009043 TE# 43 TR# 06475

2 MILK	007874235187	F	2.95 O
2 MILK	007874235187	F	2.95 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
GV BRD ROUND	007874228544	F	0.84 O
MEASURE CUPS	489517611507		5.97 X
12 IN WHISK	081891401423		0.88 X
MEAS. SPOON	489517611506		2.97 X
5QT MIX BOWL	890800273477		6.97 X
8QT MIX BOWL	890800273478		11.97 X
8QT MIX BOWL	890800273478		11.97 X
DG BTR QTRS	002640000010	F	2.98 O
DG BTR QTRS	002640000010	F	2.98 O
GV 18 XLG A	007874214824	F	2.87 O
GV 18 XLG A	007874214824	F	2.87 O
SUBTOTAL			66.73
TAX 1 7.500 %			3.05
TOTAL			69.78
VISA TEND			69.78

VISA CREDIT **** **** **** 5960 I 6
APPROVAL # 029241
REF # 1042000314
TRANS ID - 46008548514772
VALIDATION - 5QLP
PAYMENT SERVICE - E
AID A0000000031010
TC 121CD84247C98457
TERMINAL # SC01:192
*NO SIGNATURE REQUIRED
09/07/20 08:14:19
CHANGE DUE 0.00
ITEMS SOLD 22
TC# 5692 0783 4847 1269

Low Prices You Can Trust. Every Day.
09/07/20 08:14:19
CUSTOMER COPY

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EMPOWER Tehama

Subgrantee Expense Documentation Form

Date:	9/7/2020
Vendor:	Walmart

Description of Items Purchased:
Kitchen Supplies

Purpose:
Shelter meal prep

Total Cost:	$69.78

See back of receipt for your chance
to win $1000 ID ...NGWK029K

Walmart

SUPERCENTER
530-529-5540 Mgr:XIM
608 LUTHER ROAD
RED BLUFF, CA 96080
ST# 01608 OP# 009043 TE# 43 TR# 06475

2 MILK	007874235187	F	2.95	0
2 MILK	007874235187	F	2.95	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
GV BRD ROUND	007874228544	F	0.84	0
MEASURE CUPS	489517611507		5.97	X
12 IN WHISK	081891401423		0.88	X
MEAS SPOON	489517611506		2.97	X
5QT MIX BOWL	890800273477		6.97	X
8QT MIX BOWL	890800273478		11.97	X
8QT MIX BOWL	890800273478		11.97	X
DG BTR QTRS	002640000010	F	2.98	0
DG BTR QTRS	002640000010	F	2.98	0
GV 18 XLG A	007874214824	F	2.87	0
GV 18 XLG A	007874214824	F	2.87	0

SUBTOTAL 66.73
TAX 1 7.500 % 3.05
TOTAL 69.78
VISA TEND 69.78
VISA CREDIT **** **** **** 5960 I 6
APPROVAL # 029241
REF # 1042000314
TRANS ID - 460084548514772
VALIDATION - 5CLP
PAYMENT SERVICE - E
AID A0000000031010
TC 121CD84247C98457
TERMINAL # SC011192
*NO SIGNATURE REQUIRED
09/07/20 08:14:19
CHANGE DUE 0.00
ITEMS SOLD 22
TC# 5692 0783 4848 4847 1269

Low Prices You Can Trust. Every Day.
09/07/20 08:14:19
CUSTOMER COPY

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