

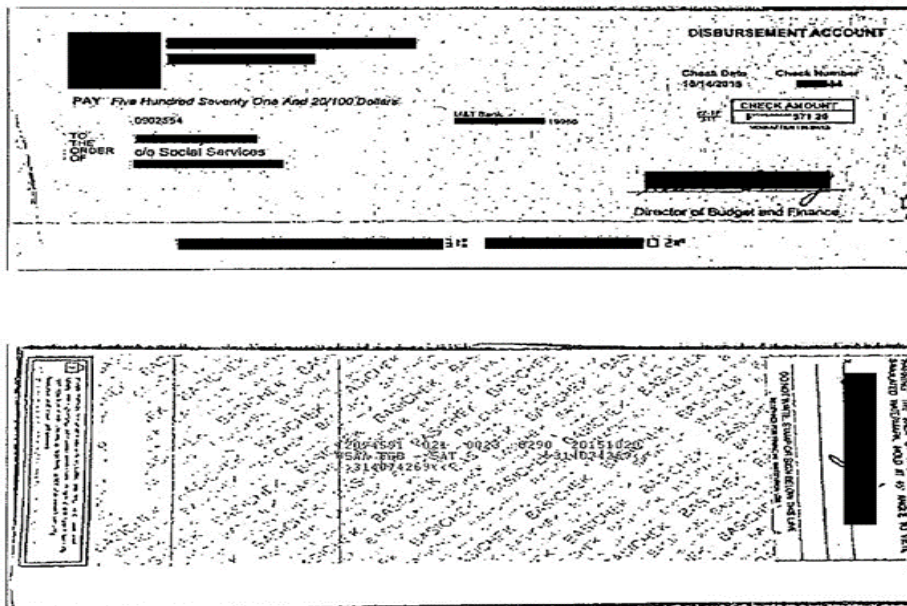
## Proof of Payment & Proof of Performance Checklist

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

Page 1 of 3 04/30/20  
FL



NAME OF YOUR ORGANIZATION  
[REDACTED]

Your consolidated statement  
For 04/30/2020

Contact us



(800) BANK-BBT or  
(800) 226-5228

### Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BUSINESS CHECKING	[REDACTED]	[REDACTED]	page 1
MONEY MARKET SAVING	[REDACTED]	[REDACTED]	page 2
Total checking and money market savings accounts		\$ [REDACTED]	



### Checking and money market savings accounts

■ BUSINESS CHECKING [REDACTED]

**Account summary**

Your previous balance as of 03/31/2020	[REDACTED]
Checks	[REDACTED]
Other withdrawals, debits and service charges	- [REDACTED]
Deposits, credits and interest	+ [REDACTED]
Your new balance as of 04/30/2020	= \$ [REDACTED]

**Checks**

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
[REDACTED]	[REDACTED]	[REDACTED]	04/20	62954	123.45	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total checks								= \$1,128.50

\* indicates a skip in sequential check numbers above this item

**Other withdrawals, debits and service charges**

DATE	DESCRIPTION	AMOUNT(\$)
04/02	VENDOR NAME: ARTISTS INC.	2,100.00
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

*continued*

■ PAGE 1 OF 3

**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.)

**SAMPLE RECEIPT**

555 S Rngstreet  
Austin, TX 78745  
555-555-5555

---

STORE: 0003 REGISTER: 001  
CASHIER: KATIE  
ASSOCIATE: 000000

---

CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION  
STORE : 00032  
REGISTER : 001  
DATE : 12/31/2005  
NUMBER : 5194

259.99

---

SUBTOTAL 259.99  
SALES TAX 21.45  
TOTAL 281.44

---

AMOUNT TENDERED  
VISA 281.44  
ACCT: \*\*\*\*\*1234  
EXP: \*\*\*\*\*  
APPROVAL: 999999  
CARDHOLDER: JANE SMITH

TOTAL PAYMENT 281.44

---

Transaction: 52858 1/8/2006 2:40 PM

---

CARDHOLDER SIGNATURE:  
  
THANK YOU FOR SHOPPING WITH US  
WE APPRECIATE YOUR BUSINESS

YOUR ORGANIZATION NAME  
Account Number: #### #### #### 4289  
Page 3 of 3

Cardholder Account Summary				
EMPLOYEE NAME	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
### ### ### 4289	65.00 CR	9,465.38	0.00	9,400.38

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/23			24121570115000114230145	VENDOR NAME: ARTISTS, INC	\$ 945.00



Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	Previous Balance	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
[REDACTED]									

\* Periodic Rate (M)=Monthly (D)=Daily Days in Billing Cycle: 32  
 \*\* includes cash advance and foreign currency fees APR = Annual Percentage Rate  
 (V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

*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.*