

Example for reference. Staff will provide a personalized reimbursement tracking sheets for approved grant agreements.

Reimbursement Spreadsheet for Historic Structure Assessment Grants, Preservation and Restoration Grants, and New Construction Grants

Landmark Address:	1 Main Street
Landmark Date:	1/1/1900
Grant request deadline:	1/1/1903
Reimbursement deadline:	1/1/1905
Total of Eligible Grants:	\$60,000

Grant Authorization: Resolution 1, Series 1900

[illegible]

Total Remaining:	\$1,000
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Staff Only

Date Reimbursed	Amount Requested
6/2/1900	27,000
12/2/1900	\$12,000

Invoice

From: _____

#4

look like on your receipt/invoice and proof of payment.

Invoice #: _____

Bill To: _____

Subtotal: _____

Tax: _____

Total Amount Due: _____

Description	Hours	Rate/Hour	Total

Terms and Conditions

Send Payment To: _____

Payment By: _____

GeneralBlue

Example of what a label would look like on your receipt/invoice and proof of payment.