Template for Technical Assistance Grant Backup Documentation
Office of Social Equity

(Information on this template does not exclude other forms of documentation to prove utilization of the Technical Assistance Grant funds. Grantees are expected to include all kinds of documentary evidence to support the utilization of grant funds. Please refer to the Grant Agreement for all requirements).

Backup Documentation submitted by: <Licensee Name>
For: <Business Entity Name>

List of Expenses

Expense Serial No.	Payment Date in MM/DD/YYYY format (Chronological order i.e. from earliest to latest)	Expense Category per the Grant Agreement	Description of the actual services received by your business	Amount ($)	Vendor Name
1.					
2.					
3.					
4.					
5.					
				Total Amount ($)	

. (Add rows as needed)
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Guidance on Required Elements:

1. **All documents must be in a single PDF file**
2. All documents must be **clear and legible to read** and in an orientation that is readable without twisting the neck. Please rotate the documents if they are not straight.
3. All documents such as invoices and receipts must be **labeled** per expense category and vendor as in the above table and arranged in **chronological order** i.e. starting from the earliest expenses to the latest and **within the 12-month term of your grant agreement** that begins from the date of execution of the grant agreement.

4. All invoices, receipts and supporting documentation must match the details you submit in the TA Grant Final Programmatic and Financial Information Form.

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Expense 1: Vendor Contract/Agreement, if available and Vendor Invoice (documents)

Expense 1: Payment Receipt (document)

Expense 1: Bank Statement/Credit Card Statement/Check Copy and/or other supporting documentation such as travel receipts, flight/train/bus/transport tickets, hotel receipts, conference tickets, others as applicable, etc.

Expense 2: Vendor Contract/Agreement, if available and Vendor Invoice (documents)

Expense 2: Payment Receipt (document)

Expense 2: Bank Statement/Credit Card Statement/Check Copy and/or other supporting documentation such as travel receipts, flight/train/bus/transport tickets, hotel receipts, conference tickets, others as applicable, etc.

Expense 3: Vendor Contract/Agreement, if available and Vendor Invoice (documents)

Expense 3: Payment Receipt (document)

Expense 3: Bank Statement/Credit Card Statement/Check Copy and/or other supporting documentation such as travel receipts, flight/train/bus/transport tickets, hotel receipts, conference tickets, others as applicable, etc.

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. follow the same format for all other expenses. Use as many pages you need.