



WV Stream Partners Program Required Grant Documentation

Stream Partners grant funds are deposited upfront, due to this, documentation for each expense is required to be submitted at the two reporting deadlines of July 31 and January 31. Work with your Basin Coordinator or Stream Partners Program Coordinators to establish an efficient filing and tracking system to allow reporting to be a smooth process. Review the table below to be familiar with the documentation you will need to include in your report.

Note that an itemized receipt includes ALL of the following: 1) Name and address of vendor, 2) A complete list of purchased items, 3) Date of purchase, and the 4) Cost of each item.

Expense Type	Required Documentation (must accompany reports)	Suggestions (to make filing reports easier)
Utilities, Subscriptions, or Memberships	<ol style="list-style-type: none"> 1. Copy of current invoice showing previous month's paid balance. 2. Copy of bank statement showing withdrawal or cleared check. 	Pay quarterly if automatically withdrawn.
Contracted Services	<ol style="list-style-type: none"> 1. Itemized receipt showing what is being paid for. 2. Copy of bank statement showing withdrawal or cleared check. 	Make sure your contractor is aware that you need an itemized receipt before work begins.
Online Purchases	<ol style="list-style-type: none"> 1. Copy of itemized receipt or packing slip. 2. Copy of bank or credit card statement showing payment or cleared check. 	Ensure that you receive a copy of the purchase/shipment for your records.
Mileage Reimbursement	<ol style="list-style-type: none"> 1. Mileage Reimbursement form signed by the individual receiving the payment and the watershed group. 2. Copy of cleared check or electronic payment. 	Review these at your watershed meeting when everyone is all together in person.
Miscellaneous Purchases	<ol style="list-style-type: none"> 1. Itemized receipt showing what is being purchased. 2. Copy of credit card or bank statement showing payment or cleared check. 	Pay for items with the same bank card so you can utilize the bank statement to show payment.