

Accounting Services Documentation

The cost of third-party accounting services may be reimbursed for the time worked on the grant. The accounting firm should provide the agency with an invoice for their full service, including a description of the service provided and the number hours specifically worked on the grant. The copy of the invoice submitted for reimbursement must show that it has been properly approved.

A copy of the agreement should be uploaded to the Budget.

Please note that documentation for the selection of the third-party accounting services (e.g. 3 quotes) should be retained at the agency in the event of an audit.

Below is an example of an acceptable invoice submitted for reimbursement:

APPROVED DATE: _____ INITIAL: _____		INVOICE Date: 4/1/2021 INVOICE # 100	
To		Name Company Name Street Address City, ST ZIP Code Phone Customer ID ABC12345	
Salesperson	Job	Payment Terms	Due Date
		Due on receipt	
Qty	Description	Unit Price	Line Total
15 hours	General Agency Accounting hours through 3/15/21	\$30.00	\$450.00
3.5 hours	JJ10 Grant Accounting hours through 3/15/21	\$30.00	\$105.00
	<ul style="list-style-type: none">Enter journal entriesVerify timecards and payrollGather documentation for reimbursable expenses and fringe benefitsEnter calculations and upload documents into First Pic		
		Subtotal	\$555.00
		Sales Tax	
		Total	\$555.00