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| **Notes on Proof of Payment for Invoices** |
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| Funding Recipients will provide documentation proving that the invoices/sales orders were paid in full.  |
| Below is a list of acceptable proofs of payment. |
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| **Payment Type** | **Notes** |
| Cancelled Check | Both the front and back of the check must be scanned, along with the financial institution's stamp on the back of the check, showing that the check was cleared. See the example below. |
| Electronic Wire Transfer/ACH/Debit Card Payment | The Funding Recipient will provide a copy of the bank statement highlighting the transaction(s). Redact any sensitive information from these statements, such as the account numbers, except for the last 5 digits. |
| Credit Card | Funding Recipients will provide a copy of the credit card statement highlighting the transaction(s), along with a copy of the cancelled check or EFT transaction showing that the statement balance was paid in full. Any sensitive information should be redacted. |

**Additional Notes:**

If items were purchased through a contractor, then provide both the contractor and vendor invoices that tie to the contractor’s billing, along with proof of payments made to the contractor.

Multiple credit card statements with proofs of payment, until any past balances are closed out, may be required if an outstanding card balance is not paid in full for the statement period in which the purchases were made.

If the payment amount(s) do not match the invoice amount (e.g., $70,000 check for a $50,000 invoice), then you must provide a full list of invoice numbers and amounts the payment covers, to ensure that the invoice in question is part of the payment.

Screenshots from the organization’s internal payment system showing that an invoice was paid, is not an acceptable proof of payment. If the organization can not locate any proof of payment for an invoice, then they must obtain a letter from the vendor, referencing the invoice number(s) and dollar amount, signed by the vendor’s accounting department, confirming the invoice(s) was paid.

**Sample Cancelled Check**

