



Operation HOME!

Request for Funds Checklist

This checklist must be submitted with each Request for Funds packet.

It must be completed in its entirety.

Blank forms or forms with missing information will not be accepted and will result in the return of your submittal causing a delay in reimbursement.

- Operation HOME! Request for Funds Form
 - ✓ Authorized Signature Included
- Agency Invoice
 - ✓ Including a unique invoice number and submission date
- Line Item Expense Detail
- Detail of Monthly Employee Expense/Detail Payroll Register
- Proof of payment for both Payroll and Taxes
- Staff Fringe and Benefits
 - ✓ Coverage Invoices,
 - ✓ Proof of Payment,
 - ✓ Cancelled Checks and
 - ✓ Employee coverage breakdown
- Timesheets
 - ✓ Dated and Signed by Employee and Supervisor
- Profit and Loss Statement or General Ledger
- Copy of Paid Invoice/Receipt
- Copies of Cleared Checks
- Copies of Bank and/or Credit Card Statements
- Check Request Form
 - ✓ Authorized Signature Included, if applicable
- Monthly Zoomgrants Report

Request for Funds and their source documentation (Packet) must be submitted no later than the 15th of each month.

Failure to submit Packet by the specified due date may result in delayed processing and reimbursement.