



PLACER OPERATIONAL AREA GRANT EQUIPMENT REIMBURSEMENT CHECKLIST

Please collect documentation listed on the checklist below and remit package to:
Placer County Office of Emergency Services (grants@placer.ca.gov)

Agency Information:

Agency Name:
Agency Address:
Agency Contact Name/Email:
Grant:
Grant Year:
Project Title/Number:
Project Cost:

Required Documentation:

Page Number

- Invoice from Second-Tier Sub-Recipient to Placer County
- Grant Award Letter from Placer County to Second-Tier Sub-Recipient
- Asset Maintenance and Tracking Acknowledgement Form
- Invoice from Vendor to Second-Tier Sub-Recipient
- Equipment Delivery Packing Slips
- Equipment Vendor DUNS # Print Out (<https://www.sam.gov/SAM>)
- Proof of Payment to vendor by Second-Tier Sub-Recipient
- Proof Payment Reconciliation by Second-Tier Sub-Recipient
- Other Supporting Documentation

Address Invoices to:

Placer County Office of Emergency Services
Accounts Payable
175 Fulweiler Ave.
Auburn, CA 95603
grants@placer.ca.gov

Placer OES Use:

OK to Pay Amount:
Coding/PO Number: