**Reimbursement Process**

Now that the work is completed - you have inspected and approve of final service or product:

* Complete the provided Reimbursement Request Form
* Prepare, organize, and attach your *supporting documentation* that will match your reimbursement request
* **Supporting documentation**- also known as Source Documentation includes as applicable
  + Procurement Checklist
  + Bids or quotes
  + Bid or quote tabulation sheet- this sheet lists out all bids or quotes obtained
* Pre-Approval forms such as for Planning / Training / Exercise. Also, any email approvals
  + Planning / Training / Exercise form provided by the SAA
  + Correspondence
  + Sealed bid information
  + Proof of payment: could include cancelled check, bank or credit card statement highlighting vendor payment (you are welcome to black out other information if you desire), receipt, or letter from vendor stating specific item or service in the amount of request has been paid
    - Cancelled checks – if the cancelled check is for multiple charges or invoices, please note this (breaking out costs) on the copy or summary you will be providing the SAA
    - *Failure to provide proof of payment will jeopardize funding and future activities*
* Any other documents that support your itemized invoice listing only pre-approved items or activities such as sign-in sheets or other Planning, Training, Equipment or Exercise
* Send reimbursement requests to the SAA at  [nsgp.khp@ks.gov](mailto:%20nsgp.khp@ks.gov) and carbon copy [KHP.Homeland@KS.GOV](mailto:KHP.Homeland@KS.GOV)
* Email subject: Reimbursement Request, Fiscal year, nonprofit name, reimbursement number (Example: Reimbursement Request FY24 name of your nonprofit #1)

\*\*Note\*\*

*Submit reimbursements as they are incurred to ensure timely pass-through of funds. If proof of payment is not submitted at the time of reimbursement, you must send within 30 days of submitting the reimbursement request but as soon as possible*