

**NYS Department of State  
Office of Planning, Development & Community Infrastructure**

**Payment Request Backup Documentation**

To submit a completed Payment Request, the Grantee must complete and return the following:

- Payment Request Forms (1-4)
- Payment Request Attachments (A-F, as necessary)
- Necessary backup documentation, as specified below
- Standard Voucher

The following is a list of backup documentation which should be submitted and/or retained to show proof of contract related expenditures (including costs associated with local match). Payment requests which lack sufficient backup documentation will be delayed until the documentation has been received by the Department.

The Payment Request Attachments (A-F) were developed to assist grantees with recording necessary information required for Payment Request submission. It is recommended that Grantees use these attachments daily to track time and costs throughout the life of the project. These attachments and copies of other required documentation (receipts, invoices, etc.) must be submitted with the Payment Request Forms 1-4 and a Standard Voucher. Originals of this documentation should be retained with other contract related documents.

In addition to submitting backup documentation with your payment requests, you are also required to retain the documentation for a period of at least six years following the final contract payment.

The completed payment request should be emailed to [dos.sm.fiscal.cau@dos.ny.gov](mailto:dos.sm.fiscal.cau@dos.ny.gov) with the following subject line: Payment request: [Contract Number], [Grantee Name], (Funding Source, such as LWRP, BOA, DRI, URI, SSER, etc.). If you have any questions, or are unable to provide any of the documentation listed below, please contact at [opdcontracts@dos.ny.gov](mailto:opdcontracts@dos.ny.gov).

**BACKUP DOCUMENTATION TO BE RETAINED/SUBMITTED**

**Salaries**

- **SUBMIT:** Attachment A must be submitted for each employee whose time is being documented. This table represents a daily log of work performed related to grant tasks. The table includes the employee name and title, hourly rate, number of hours and a description of work undertaken by the employee. This time log must be signed by the employee and supervisor. Include the total amount claimed, which should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items listed above, and any official employee timesheets showing daily time distribution based on project or funding source, signed by the employee and supervisor. An audit of the voucher may require submission of supporting documentation (as it applies) for review prior to voucher payment.

**Travel**

- **SUBMIT:** Attachment B must be submitted for each employee whose travel is being documented. This table represents a travel log for each individual employee. The table includes a listing each trip per individual, including name and title of employee, dates and purpose of travel, origin and destination, and a list of expenditures for each trip. This travel log must be signed by the employee and supervisor. The total amount claimed should match the amount documented on Form 4 of the payment request.

- **RETAIN:** Items listed above, and all receipts for each expense, showing the description, amount, and date. An audit of the voucher may require submission of receipts for review prior to voucher payment.

### **Supplies**

- **SUBMIT:** Attachment C must be submitted if supply costs are being documented. This table represents a listing of all supplies purchased by the Grantee for completion of grant tasks. The table includes the date of purchase, receipt/transaction number, vendor name, brief description of supply/material purchased, purpose, and amounts for each. The total amount claimed should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Item listed above, and all invoices and/or receipts for each expense, showing the description, amount, and date. An audit of the voucher may require submission of receipts for review prior to voucher payment.

### **Equipment**

- **SUBMIT:** Attachment D must be submitted if equipment purchase is being documented. This table represents a listing of all equipment purchased by the Grantee for completion of grant tasks. The table includes date of purchase, receipt/transaction number, vendor name, type of equipment (make and model), purpose, and amounts for each. The total amount claimed should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items listed above, and all invoices and/or receipts for each expense, showing the description, amount, and date. An audit of the voucher may require submission of receipts for review prior to voucher payment.

### **Contractual**

- **SUBMIT:** Attachment E must be submitted for each subcontractor being documented. This table represents a listing invoices for each subcontractor. The table includes the subcontractor name, invoice number, and the date period of services provided, description of services and amount billed for each invoice. The total amount claimed for each subcontractor should match the amount documented on Form 4 of the payment request.
- **SUBMIT:** A copy of each invoice, which should contain the amount billed and the dates of service. Proposals will be not accepted as proof of work completed. Included on each invoice or attached to each invoice should be the following: description of work undertaken by the subcontractor or for any work that was further subcontracted. If the subcontractor is another municipality through intermunicipal agreement, a letter containing the above may be submitted in lieu of an invoice.
- **SUBMIT:** Proof of payment (if paid).
- **RETAIN:** Items listed above; receipts and explanations of any expenses included on the invoice (such as supplies, travel, etc.); and invoices and receipts for any work that was further subcontracted. An audit of the voucher may require submission of receipts for review prior to voucher payment.

### **Other – General Expenses**

- **SUBMIT:** Attachment F must be submitted for each cost claimed in this category. This table represents a log of general expenses that do not fit in the above categories. The table includes a listing of each the vendor, date of purchase, brief description and purpose of the expense, and amounts for each. The amount claimed should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items listed above, and ALL invoices and/or receipts for each expense, showing the description, amount, and date. An audit of the voucher may require submission of receipts for review prior to voucher payment.

## **Equipment Usage**

- **SUBMIT:** Attachment F- Other (Equipment Usage) must be submitted if the value of equipment usage is being documented. This table represents a daily log of equipment usage for the completion of grant tasks. This table includes a description of work, a listing each piece of equipment (the make and model), hours used, hourly rate (as determined by NYSDOT equipment usage schedules), and an explanation of how the hourly rate was determined. This form must be signed by an individual responsible for oversight of the equipment usage. The total amount claimed should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items listed above. An audit of the voucher may require submission of supporting documentation (as it applies) for review prior to voucher payment.

## **Volunteer Services (individual)**

- **SUBMIT:** Attachment F- Other (Volunteer Services by Individual) must be submitted if the value of individual volunteer services is being documented. This table represent a daily log of volunteer services by an individual. The table includes the name and organization of the volunteer, description of services, hours worked, volunteer rate and an explanation of how the volunteer rate was determined. The total amount claimed should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items above. An audit of the voucher may require submission of supporting documentation (as it applies) for review prior to voucher payment.

## **Volunteer Services (group)**

- **SUBMIT:** Attachment F- Other (Volunteer Services by Group) must be submitted if the value of group volunteer services is being documented. This table represents a log of volunteer services in a group setting, such as committee meetings or other group events. This form may be printed and used as a sign-in sheet. The table includes a listing of individuals (name and organization) for each committee meeting, the date of the event, time in and out, hours worked, description of services, volunteer rate and an explanation of how the volunteer rate was determined. This form must be signed by an individual responsible for oversight of the committee or event. The total amount claimed should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items listed above, and other supporting documents such as meeting agendas, event advertisements, committee sign-in sheets (signed by the volunteers as well as the individual responsible for oversight of the committee), and other supporting documents. An audit of the voucher may require submission of additional documentation for review prior to voucher payment.

## **Donated Professional Services**

- **SUBMIT:** Attachment F- Other (Donated Professional Services) must be submitted if the value of donated professional services is being documented. This table represents a daily time log per individual (donator), including name, title, organization, description of services, hours worked, previously approved hourly rate and an explanation of how the hourly rate was determined. This Attachment must be signed by the donator and the individual responsible for oversight of the donator. The total amount claimed for each individual should match the amount documented on Form 4 of the payment request.
- **RETAIN:** Items listed above and organization timesheets showing daily time distribution. An audit of the voucher may require submission of supporting documentation (as it applies) for review prior to voucher payment.

