

**Office of the Nassau County Comptroller
Supporting Documentation Checklist for Non-Profits**

Type of Claim	Documentation Items Needed	Included (check)
Payroll	(A) Outsourced Payroll:	
	Certified* payroll statement (Checks) -	
	1. Check number on payroll report	
	2. Bank statements with corresponding check #s and amounts	
	Certified payroll statement (Direct deposit) -	
	1. Bank statement with same amount on payroll statement	
	2. Aggregate of individual transactions on bank statement	
	(B) In-house Payroll:	
	Certified payroll statement (Checks) -	
	1. Check# on payroll report	
2. Bank statements with corresponding check #s and amounts		
Certified payroll statement (Direct deposit) -		
1. Bank statement with same amount on payroll statement		
2. Aggregate of individual transactions on bank statement		
	*Certified - signed payroll report by company's authorized person or payroll report from payroll company.	
Fringe	Invoices/bills	
	Fringe invoices - include list of names claimed and calculation of allocations	
Consultants	Consultant agreements	
	Independent consultant timesheets and invoices with rates and hours worked	
Travel	Mileage log	
	Expense receipts - gas, tolls, transit, parking, metro cards, etc.	
	Receipts for travel related to conferences/training	
	Out-of-state travel - advance verification by the department required	
	Conferences/Training:	
	Proof of attendance - list of employees attending, hotel bill, conference Signed certification in lieu of any of the above proof of attendance	
Equipment	Invoices/bills	
	Equipment purchase - advance written department approval	
	Purchases - \$0-\$4,999 - 3 informal bids (including verbal quotes) required	
	Purchases - \$5000-\$9,999 - 3 written informal quotes from vendors	
	Purchases - >\$10000 - formal sealed bid (see County solicitation board)	
Supplies	Invoices/bills	
Contractual Services	Independent contractor agreement	
	Independent contractor timesheets and invoices with rates and hours worked if applicable	
Rent	Invoice from landlord	
	Current lease/rider	
	Itemized bill for utilities and taxes including mortgage interest, if applicable	
Utilities	Current invoices dated within the contract period (gas, electric, water, heating oil, phone, cable & communications)	
"Department Specific" & "Other"	Current invoices	
All Expenses	Proof of Payment: All charges require proof of payment. Acceptable forms include canceled checks, bank statements, electronic payment notice, confirmation email of electronic payment, etc.	

Notes:

In order to have your claims processed as timely as possible, you are ENCOURAGED to submit supporting documents for all claims at all times. Even if not requested by the County, vendors are REQUIRED to maintain supporting documentation for all submitted claims, which are subject to inspection at anytime by Federal, State, County or Local agencies.