



Checklist for Sierra Nevada Conservancy South Yuba Rim Hazardous Fuels Reduction Project

SNC #1512

Did You Include:

- Receipts and/or invoices for supplies, venue rentals, etc. are required.
- Itemized invoices for any sub-contractors are required.
- Itemized invoices for equipment contracts are required.
- For personnel and benefits costs incurred by Yuba Watershed Institute back-up documentation should include staff member, hourly rate, and corresponding Task referenced in the Scope of Work (Exhibit A).
- For personnel and benefits costs incurred by Yuba Watershed Institute back-up documentation should include approved timecards.
- The word "invoice" shall appear at the top of the page for all back-up documentation.
- Invoices shall include contractor information including name and address.
- Invoices shall include date of submission and a unique invoice number.
- The SNC Agreement Number SNC #1512 should be included on all invoices.
- Invoices shall denote the Task(s) referenced in the Scope of Work (Exhibit A) under which the expenditure was incurred.
- Invoices shall include dates or time period during which the invoiced costs were incurred; where applicable invoices should include expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.).

Double Check:

- That all expenditures are tied to Tasks include in the Scope of Work (Exhibit A).
- That all hourly personnel, equipment, and other associated rates are correct.



- That invoiced items match your back-up documentation and add up across line items and to your total.
- That you have provided your most recent Audited Financial Statements to the County of Nevada.

Remember:

Payment will be withheld if reporting requirements are not met and/or sufficient documentation is not submitted with invoices.

County of Nevada will review submitted invoices within seven business days of receipt.

Should errors be found in excess of five errors, County of Nevada will halt review and return the report to Yuba Watershed Institute to revise. The County of Nevada will have seven business days to review revised submissions.

The County will make payment for invoices within 30 days after invoices are received **and approved.**