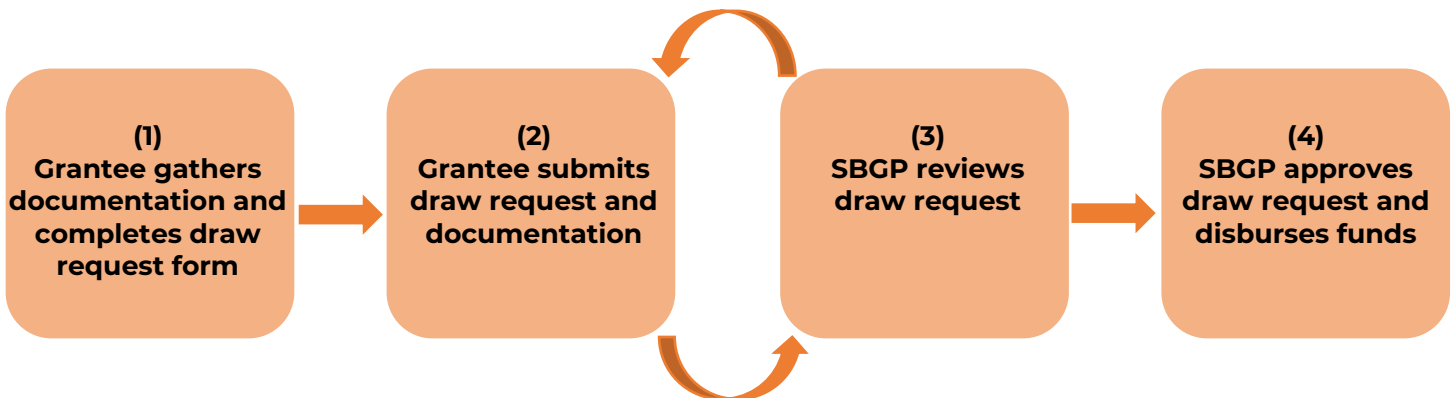


SBGP Draw Request Guide for Grantees

Things to Keep in Mind

- **SBGP manages public funds.** As a result, we take documenting where funds go very seriously. Every requirement is designed to ensure prudent management of those public funds.
- **When in doubt, ask in advance.** As you prepare to spend funds that you plan to reimburse with your grant, keep the steps for submitting a draw request in mind, particularly required documentation. It is always better to ask questions while there is still time to resolve a documentation issue.
- **Draw requests are not reviewed and processed every day.** Every staff member at SBGP works on multiple functions or priorities in any given day. To balance efficiency and responsiveness, we have structured dedicated time each week to process draws that are ready for disbursement. It may take SBGP several weeks to process certain draw requests and disburse funds.



The Draw Request Process

1. Grantee Gathers Documentation and Completes Draw Request Form

- For Reimbursements
 - Complete the Draw Request Form cover page (Tab 1).
 - Complete the Draw Request Itemized List – External Party (Tab 2). This is intended to act as a table of contents for your documentation.
 - Organize your documentation.
 - Any item less than \$2,500 should have proof of what was purchased (e.g., an itemized invoice or receipt). Items \$2,500 and greater must have (a) proof of what was purchased *and* (b) proof of payment (e.g., cancelled check or credit card statement). See the

Reimbursement/Payment Documentation Examples on pages 4-5 for guidance.

2. Put all of the documentation in the order it is listed on Tab 2. Number each document with the corresponding number from Tab 2. Circle the amount to be reimbursed on the documentation.

If getting reimbursed presents a significant challenge to your organization, please reach out to SBGP well in advance of beginning your project. One of the two alternative options listed below may be available on an exception basis.

- b. For Direct Vendor Payments
 - i. Complete the Draw Request Form cover page (Tab 1).
 - ii. Complete the Draw Request Itemized List – External Party (Tab 2). This is intended to act as a table of contents for your documentation.
 - iii. Organize your documentation.
 1. For each vendor, you must submit an invoice and separate draw request form.
 2. You must also obtain and submit a W-9 and New Vendor Form for each vendor that will be paid by SBGP with grant funds.
- c. For Advances
 - i. Complete the Draw Request Form cover page (Tab 1).
 - ii. Organize your documentation.
 1. An itemized invoice from your organization to SBGP is all that is required to make an advance payment.
 2. The advance must be documented according to SBGP policy after funds have been spent.
 - a. Any item less than \$2,500 should have proof of what was purchased (e.g., an itemized invoice or receipt). Items \$2,500 and greater must have (a) proof of what was purchased *and* (b) proof of payment (e.g., cancelled check or credit card statement). See the Reimbursement/Payment Documentation Examples on pages 4-5 for guidance.

2. Grantee Submits Draw Request and Documentation

- a. The Draw Request Form cover page (Tab 1) and the Itemized List – External Party (Tab 2) must be complete and submitted with all required documentation in one email.
 - i. SBGP prefers for the draw request form to be submitted as an Excel file and not as a PDF.
- b. Documentation must be legible when it is opened on a computer. Please check each document before submission.
- c. Send requests to Inbox@sbgpartnership.org.

- i. Note: This inbox is not actively managed on a daily basis. If a request is urgent, please copy the relevant SBGP point of contact on the email, or contact an SBGP staff member directly, to alert them to the request.

3. SBGP Reviews Draw Request

- a. SBGP staff will review each request for the following:
 - i. Information on the cover page is correct and complete.
 - ii. Each item on the itemized list has complete and appropriate documentation.
 - iii. Insurance information is up-to-date (check your grant agreement for specifics).
 - iv. SBGP has all appropriate documentation for the grant on file (signed grant agreement, New Vendor form, W-9 for the grantee, etc.).
 - v. Status of MWBOO budget submission and M/WBE goals (if applicable).
 - vi. Alignment to your grant scope and budget.
- b. Errors, missing information or documentation, or requests for clarification may result in a delay in processing your request.

4. SBGP Approves Draw Request and Disburses Funds

- a. After the staff review, all draw requests that are complete and correct are approved by our Executive Director once per week. (NOTE: draw requests for more than \$20,000 and \$100,000 require additional approval from other SBGP authorized parties and may require additional time for processing and disbursement.)
- b. Funds are disbursed by SBGP's third-party accountant through electronic bank transfer (preferred) or by check. Checks are not cut in-house unless the payment timeline is urgent.

Reimbursement/Payment Documentation Examples

Items Less Than \$2,500

Proof of what was purchased is preferred. This may take the form of one of the following types of documentation:

Documentation	Examples
Itemized Receipt	Grocery store cash register receipt, or emailed receipt from a store
Payroll Report	Record of hours worked and wages paid to an employee; usually provided in payroll system (social security numbers may be redacted)
Invoice (marked "Paid" or "Unpaid")	Vendor's itemized list of goods/services and total amount due or paid
Agreement or contract from a vendor or independent contractor (see Note 4)	Formally written statement of work to be completed and terms of payment
Employee Time Sheet	Record of hours worked by an employee

If none of the documentation listed above is available, proof of payment and an affirmation or list of what was purchased may be accepted instead.

Documentation	Examples
Cancelled Check	Image of check (front & back) after bank deposit (bank account number may be redacted)
Credit card receipt	Standard receipt (e.g., Mastercard, Visa) showing amount paid in full (not itemized); typical for restaurants
Bank Statement	Mailed or downloaded bank statement; shows specific account transaction/s (e.g., funds withdrawn from account) for the reimbursable item/s (bank account number and other transactions may be redacted)
Credit Card Statement	Mailed or downloaded credit card statement; shows specific account transaction/s (e.g., funds charged to the credit card) for the reimbursable item/s (credit card number and other transactions may be redacted)

Items \$2,500 and Greater

Both (a) proof of what was purchased and (b) proof of payment is required.

Documentation	(A) Proof of What Was Purchased	(B) Proof of Payment	Examples
Itemized Receipt	Counts for both.		Grocery store cash register receipt, or emailed receipt from a store
Payroll Report	Counts for both.		Record of hours worked and wages paid to an employee; usually provided in payroll system (social security numbers may be redacted)

Documentation	(A) Proof of What Was Purchased	(B) Proof of Payment	Examples
Invoice (marked "Paid" or "Unpaid")	X		Vendor's itemized list of goods/services and total amount due or paid
Credit card receipt		X	Standard receipt (e.g., Mastercard, Visa) showing amount paid in full (not itemized); typical for restaurants
Cancelled Check		X	Image of check (front & back) after bank deposit (bank account number may be redacted)
Agreement or contract from a vendor or independent contractor (see Note 4)	X		Formally written statement of work to be completed and terms of payment
Employee Time Sheet	X		Record of hours worked by an employee
Bank Statement		X	Mailed or downloaded bank statement; shows specific account transaction/s (e.g., funds withdrawn from account) for the reimbursable item/s (bank account number and other transactions may be redacted)
Credit Card Statement		X	Mailed or downloaded credit card statement; shows specific account transaction/s (e.g., funds charged to the credit card) for the reimbursable item/s (credit card number and other transactions may be redacted)

Notes:

1. All scanned documentation must be legible.
2. Handwritten receipts, invoices, agreements will not be accepted.
3. Grantees are strongly advised to avoid cash transactions. If a cash transaction is unavoidable, grantees should contact SBGP in advance to discuss documentation options.
4. For contractors paid with SBGP funds, we strongly advise that you obtain a written agreement or contract including a statement of work.