



Soil & Water

Reimbursement requirements for your Ag Economic Development Contract:

- You may submit up to 4 requests for payment
- All work must be complete before submitting final reimbursement request
- Contact Sherry Scully to schedule site visit before sending any reimbursement request.
- Copy of all receipts must be provided. Receipts must be:
 - dated after contract approval date
 - include business name and contact information of where items are purchased or service is rendered
 - itemized – provide a detailed list of all items each cost
 - show that payment has been made
 - only include grant project items on receipts; purchase all other items separately– for example: drink and nabs
- Tax on items or services are included for reimbursement
- Tracking Spreadsheet
 - When completing tracking spreadsheet please include taxes from receipts
 - Percentage match included in your application and contract (5%, 15%, or 25%) will be subtracted out of payment – this is made clear on the Tracking Spreadsheet that will be shared with you prior to payment submission to Finance Dept.
- Requests for reimbursement submitted between mid-June and September will experience a delay in payment as the county works to rollover funds to next fiscal year.

Contact Sherry Scully to schedule site visit or to receive assistance with tracking spreadsheet.