



**ACCOUNT III DEDICATED GRANT PROGRAM
AWARD ACCOUNTING FORM**

Congratulations on your award! In order for your agency to successfully complete all requirements of your award subgrant, you must spend grant funds and return documentation to the Bureau within 30 days of receipt of vehicle or equipment or by June 1st, whichever comes first. To help you gather the appropriate documentation and indicate the amount to be returned (if any), please use this form.

Required documentation:

1. Legible copy of Vendor Invoice(s) that include the following:
 - a. Vendor name and address
 - b. Date of purchase
 - c. Amount due
 - d. A description of each item
2. Legible Proof of Payment. This could be:
 - a. A copy of the processed check, front AND back, showing vendor endorsement, OR
 - b. A copy of the front of the check AND a bank statement showing check has been processed, OR
 - c. Vendor statement showing a zero balance or payment has been received in full.
 - d. Note that a "Paid" stamp or handwritten notation is insufficient to show proof of payment.
3. Vehicle Replacement Form (if granted a vehicle).
4. Serial number for each item with cost greater than \$2,000.

Agency Name:

Contract Number: HC

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Item & Serial Numbers (if single item cost is greater than \$2,000)	Award Amount	Invoice Amount	Amount to be Returned
Unused funds must be calculated Per Item. Please indicate the Total unused funds to be returned.			

Return this form and supporting documentation to:
 Idaho Bureau of EMS & Preparedness
 Attn: EMS Grants
 2224 Old Penitentiary Road
 Boise, ID 83712-8249
 Fax: 208-334-4015

For Idaho Bureau of EMS & Preparedness Use