

Organization Name:

Contract Number:

Clean Vehicle/Air Quality Funding Programs Reimbursement Pre-Approval Documentation Checklist

NCTCOG Use Only		
Program Area	Legal/Risk	FMT

Procurement pre-approval was received from NCTCOG for this purchase

(Reimbursement will not be approved until NCTCOG Procurement Compliance requirements have been met.)

Purchase Documentation

Invoice **or** Bill of Sale (Sales Contract)

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Final Purchase Order (Confirm inclusion of any procurement-related Terms, if applicable)

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Proof of Payment **or Financial Documentation**

Copy of Cancelled Check **or** Financial Agreement
Wire Transfer **or** Lease Agreement

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Security Interest

Original Title with NCTCOG as 1st Lienholder
(Original title is required for Reimbursement Request)

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or
Copy of Application for Title with NCTCOG as 1st Lienholder
(Form 130-U)

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Activity Documentation

Activity Information Form

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Submit all above to trgrants@nctcog.org for review. Upon review, NCTCOG will contact you to coordinate disposition. The following disposition items must be submitted after disposition in order to proceed with reimbursement.

Disposition items required for Reimbursement Request

Copy of receipt for scrappage and confirm payment, if necessary
Copy of Nonrepairable Vehicle Title
Program Income Receipt (example: Amount received for *scrappage*)
