

State of California - Office of Traffic Safety
Claims - Summary Cover Sheet Instructions

Instructions:

1. Include copies of all invoices and receipts.
2. Organize source documents by cost category and then line item in the same order as they appear in you budget.
3. Clearly label each source document with the name of the cost category and line item.
4. Circle the invoice and receipt totals.
5. Scan all source documentation and name the file as: ***Grant # - Q1 Claim – Description***

Reminders:

- Prepared using the agency's accounting records and based only on actual, recorded costs for the period covered.
- Do not use white out or corrective tape.
- Do not round-off numbers.
- Do not submit material that is not necessary.