COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE
GRANT PROGRAMS

Expense Documentation Requirements

All grant projects are funded on a cost-reimbursement basis. The Texas Department of Agriculture (TDA) will reimburse the Grant Recipient for eligible expenditures that are in line with the approved budget in the Grant Agreement. Reimbursement requests shall be submitted quarterly, but not more frequently than monthly, using TDA-GO, TDA's online grant management platform.

Expenditures submitted will be reviewed for completeness, accuracy, and reasonableness. TDA will promptly notify the Grant Recipient of any incompleteness or deficiencies which appear on the request. Once the errors or omissions are corrected, TDA will process the request for payment.

All expenditures must be submitted with supporting documentation (e.g. invoices, receipts, statements, etc.). The following guidance provides acceptable documentation for proof of payment for expenditures.

If you need assistance, additional information, or have questions, please contact the TDA Grants Office at (833) 380-8282 or grants@TexasAgriculture.gov.

Grant Payment Methods

TDA accepts the following as payment methods for grant projects:

- Cash
- Check/Cashier Check
- Debit & Credit Card transactions
- ACH/Electronic Funds Transfer

Each payment method needs to be appropriately documented and meet the criteria as outlined by TDA. Documentation must be provided to TDA as required and requested.

All expenditures must be accompanied by a **detailed itemized invoice**. The invoice/receipt must be legible and the items listed must clearly identify the purchased items or services.

Examples: Itemized Invoices/receipts

Invoice:10101775 Order:7248709 Shipped

Subject: Invoice:10101775 Order:7248709 Shipped
From: Kencove Sales <sales@kencove.com>
Date: 9/1/20, 6:16 PM
To: [redacted]

KENCOVE FARM FENCE SUPPLIES

Kencove Farm Fence Supplies
344 Kendall Road, Blairsville, PA 15717 USA
1-800-KENCOVE (536-2683) or 724-459-8991
Fax: 1-888-908-5353
sales@kencove.com , www.kencove.com

[redacted]
Your order 7248709 shipped.
Invoice#: 10101775
BillTo:
[redacted]

ShipTo:
[redacted] FARMS
[redacted] PRIVATE ROAD [redacted]
MCDADE, TX 78650-5018

UPSG Tracking:
1Z26320[redacted]

Invoice 10101775

Customer No	[redacted]	Telephone #	[redacted]
Shipping Method	UPSG	Order Date	2020-08-31
Payment Method	Credit Card XXXX-XXXX-XXXX-[redacted]	PO/Reference	
		Shipment No	267811

Item Code	Description	Ordered	Shipped	UM	Unit Price	Extension
GB330	330' Roll Electric Bungy Rope	1.00	1.00	EA	115.50	115.50
U-20552	Underwire Wire 200'	1.00	1.00	EA	28.50	28.50
U-H-2	Economy Plastic Gate Handle, Orange	15.00	15.00	EA	0.99	14.85

Subtotal: $158.85
Total: $158.85

Thanks for your order!
Kencove Sales
Sign up for email-only offers and product updates
We look forward to serving you again.

Attachments:
SO-IN^767612^10101775.pdf 15.1 KB

1 of 1 9/1/20, 6:53 PM

TRACTOR SUPPLY CO
TractorSupply.com

2834 WEST COMMERCE ST
BUFFALO, TX 75831
903-322-2955

Ticket: 191075
Date: 4/10/20 Time: 10:42 AM
Store: 1870 Register: 2
Cashier: Donna
Loyalty #: 7701076002 601

Item	Qty	Price	Amount
WATERER 16QT AUTO STALL			
2173477	1	39.99	39.99 E

Subtotal 39.99
Tax 0.00
Total 39.99

MasterCard - SALE 39.99
**********[redacted] - EMV Chip
Authorization #: [redacted]
Terminal ID :
Cryptogram :
AID : [redacted]
APP : Debit
CVM : NONE / [redacted]
TVR : [redacted] / TSI : [redacted]

Change 0.00
I agree to pay the above amount according to my card issuer agreement.

****
Tax Exempt Information

Name: [redacted]
Address: [redacted]
City/St:
Zip Code: [redacted]
Phone: [redacted]

Tax Exempt Reason: [redacted]
Expiration Date: [redacted]
Tax Exempt Holder: [redacted]

<u>Proof of Payment Documentation</u>

To ensure all purchases are made in compliance with grant terms, all expenditures must be accompanied by *proof of purchase documentation* as outlined and approved by TDA. Documentation is required for the grantee to keep as record regardless of submission requirements of individual programs. This documentation must be provided to TDA as required and upon request.

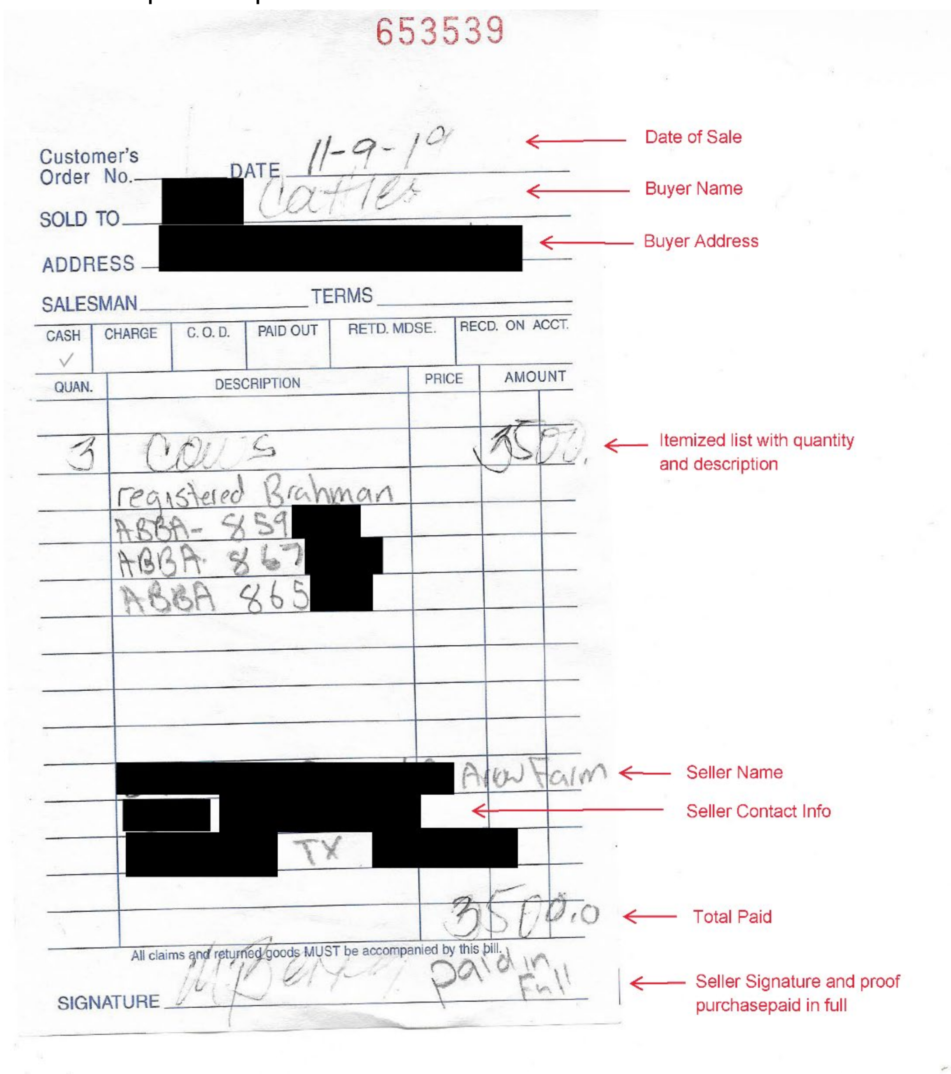
Based on the allowable payment methods, below are different examples of the required proof of purchase documentation . This list is not exhaustive. TDA will consider other documentation on a case-by-case basis.

<u>Cash</u>

Each transaction made with cash needs to be documented. A cash receipt is proof of purchase issued when the buyer has been paid in cash.

A cash receipt should have the seller and/or company name and contact information on the receipt and, the amount received, amount due, balance due, description and quantity of the item being purchased, date of purchase, and marked the purchase was made in cash.
For cash transactions above $5,000, a Proof of Cash Payment form provided by TDA must be completed and notarized. See below for example of form.

Cash Receipt Example 1:


653539

Customer's Order No. [redacted] DATE 11-9-19 ← Date of Sale

SOLD TO Cattles ← Buyer Name

ADDRESS [redacted] ← Buyer Address

SALESMAN TERMS

CASH	CHARGE	C. O. D.	PAID OUT	RETD. MDSE.	RECD. ON ACCT.
✓					

QUAN.	DESCRIPTION	PRICE	AMOUNT
3	Cows		3500.
	registered Brahman		
	ABBA- 859 [redacted]		
	ABBA 867 [redacted]		
	ABBA 865 [redacted]		
	[redacted] Arrow Farm		
	[redacted] TX [redacted]		
			3500.0

← Itemized list with quantity and description

← Seller Name

← Seller Contact Info

← Total Paid

All claims and returned goods MUST be accompanied by this bill.

SIGNATURE paid in Full ← Seller Signature and proof purchasepaid in full

Proof of Cash Payment Form Example 2: Cash Purchases over $5,000
If your are not able to secure a receipt, you may use the following form. The Form can be requested from the TDA Grants Office.

TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER SID MILLER

Trade and Business Development Grants Office

Proof of Cash Purchase

[FOR TDA USE ONLY]
Date Received: ________
Date Approved: ________

INVOICE #: 001
DATE: 7/2/2019
PAYMENT METHOD: Cash

Seller:
John Doe
Doe Cattle Ranch
1234 Cow Drive
Green, TX 78701
Phone: (512) 123-4567

Buyer:
M.B. Smith
Smith Cattle Company
5678 Bovine Street
Pasture City, TX 78702
Phone: (512) 987-6543

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
10	Hereford Cows and calf pairs	$2,000	$20,000
		SUBTOTAL	**$20,000**
		SALES TAX	Exempt
		SHIPPING & HANDLING	$0.00
		TOTAL DUE	$20,000

By signing below, signatory certifies that all information provided in connection with this receipt is true, complete, and accurate, and the expenditures, disbursements, and receipts, are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that false fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false claims, or otherwise.

M.B. Smith — X [signature] — 7/2/2019
Printed Name (Seller) — Signature — Date

John Doe — X John Doe — 7/2/2019
Printed Name (Buyer) — Signature — Date

State of Texas
County of Robertson
SWORN TO AND SUBSCRIBED before me on the 2nd day of July, 20 19.
Deborah R. [redacted]
Notary Public, State of Texas
Notary's printed name: Deborah [redacted]
Notary's commission expires: 9-19-20

DEBORAH [redacted]
NOTARY PUBLIC
STATE OF TEXAS
ID # [redacted]
My Comm. Expires 09-19-2020

Trade & Business Development – Grants Office *Revised 4/2024*

Invoices

An invoice or bill of sale is an important document that indicates the sale, service, supply by one business or person to another business or person. An invoice must include: a unique invoice number, name of seller/business, address of the seller/business, customer (buyer) name and contact details, date of purchase/service, quantity and description of the product or/and service (itemized list), the amount paid, date paid, and payment method.
Invoices must be accompanied by additional proof of payment if paid with check, credit/debit card, or electronic funds transfer. For invoices paid in cash, see the above requirements.

Invoice Example:

Invoice:10101775 Order:7248709 Shipped

Subject: Invoice:10101775 Order:7248709 Shipped
From: Kencove Sales <sales@kencove.com>
Date: 9/1/20, 6:16 PM
To: [redacted]

KENCOVE FARM FENCE SUPPLIES

Kencove Farm Fence Supplies
344 Kendall Road, Blairsville, PA 15717 USA
1-800-KENCOVE (536-2683) or 724-459-8991
Fax: 1-888-908-5353
sales@kencove.com , www.kencove.com

Seller name and contact information

[redacted]
Your order 7248709 shipped.
Invoice#: 10101775

Unique invoice number

BillTo:
[redacted]

Buyer name and contact information

ShipTo:
[redacted] FARMS
[redacted] PRIVATE ROAD [redacted]
MCDADE, TX 78650-5018

UPSG Tracking:

1Z26320[redacted]

Invoice 10101775

Customer No	[redacted]	Telephone #	[redacted]
Shipping Method	UPSG	Order Date	2020-08-31
Payment Method	Credit Card XXXX-XXXX-XXXX-[redacted]	PO/Reference	
		Shipment No	267811

Date of purchase

Payment method

Item Code	Description	Ordered	Shipped	UM	Unit Price	Extension
GB330	330' Roll Electric Bungy Rope	1.00	1.00	EA	115.50	115.50
U-20552	Underwire Wire 200'	1.00	1.00	EA	28.50	28.50
U-H-2	Economy Plastic Gate Handle, Orange	15.00	15.00	EA	0.99	14.85
					Subtotal:	$158.85
					Total:	$158.85

Itemized List

Total Paid

Thanks for your order!
Kencove Sales
Sign up for email-only offers and product updates
We look forward to serving you again.

Attachments:

SO-IN^767612^10101775.pdf

15.1 KB

1 of 1

9/1/20, 6:53 PM

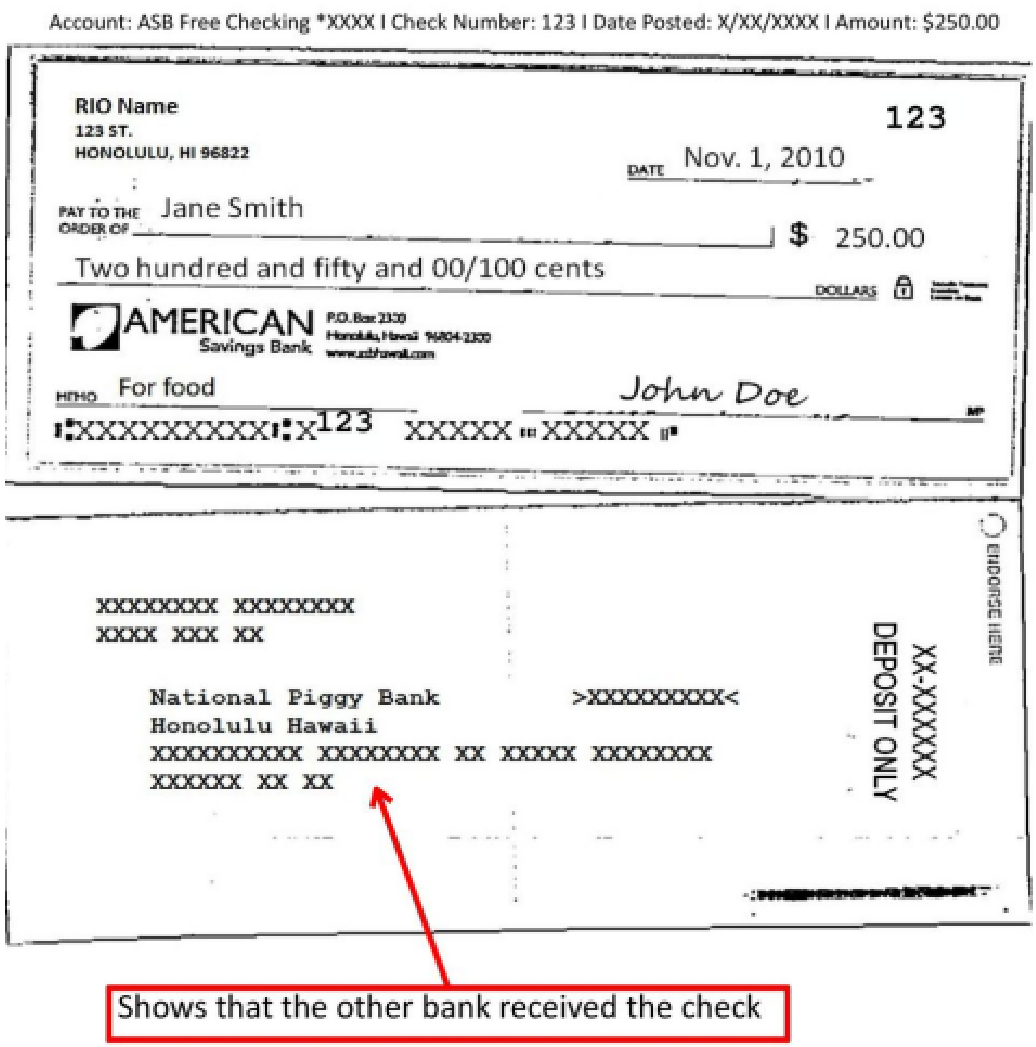
Checks

The main part of a check has personal information, bank information, the payee's name, check amount, and signature. You'll need to provide a copy of the cancelled check, which shows proof the payment has cleared. A cancelled copy of the check can be obtained from your bank.

Cancelled check example:

Cancelled Check example:

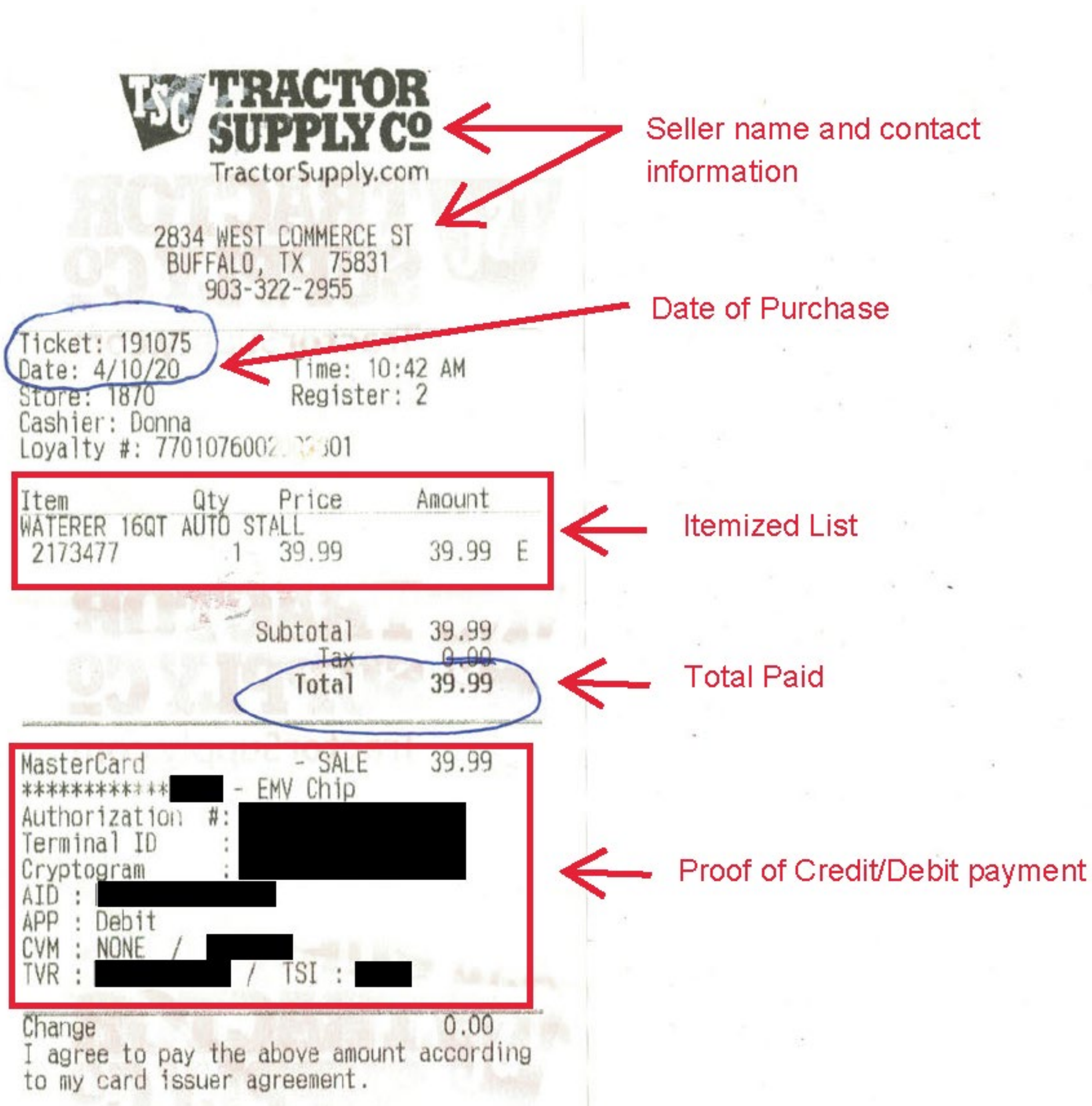
(Can be found through a bank account you can access online, through bank statements received in the mail, or by contacting/visiting your bank)



Debit & Credit Card Transactions

Each expenditure made via debit or credit card needs to have a receipt, bank statement or paid invoice showing the payment data. An invoice that does not show proof of payment will not be accepted on its own and must be accompanied by documentation showing proof of payment (for example: bank/credit card statement)

Credit Card Receipt Example:


TRACTOR SUPPLY CO
TractorSupply.com

2834 WEST COMMERCE ST
BUFFALO, TX 75831
903-322-2955

Ticket: 191075
Date: 4/10/20 Time: 10:42 AM
Store: 1870 Register: 2
Cashier: Donna
Loyalty #: 7701076002[illegible]01

Item	Qty	Price	Amount	
WATERER 16QT AUTO STALL				
2173477	1	39.99	39.99	E

Subtotal 39.99
~~Tax 0.00~~
Total 39.99

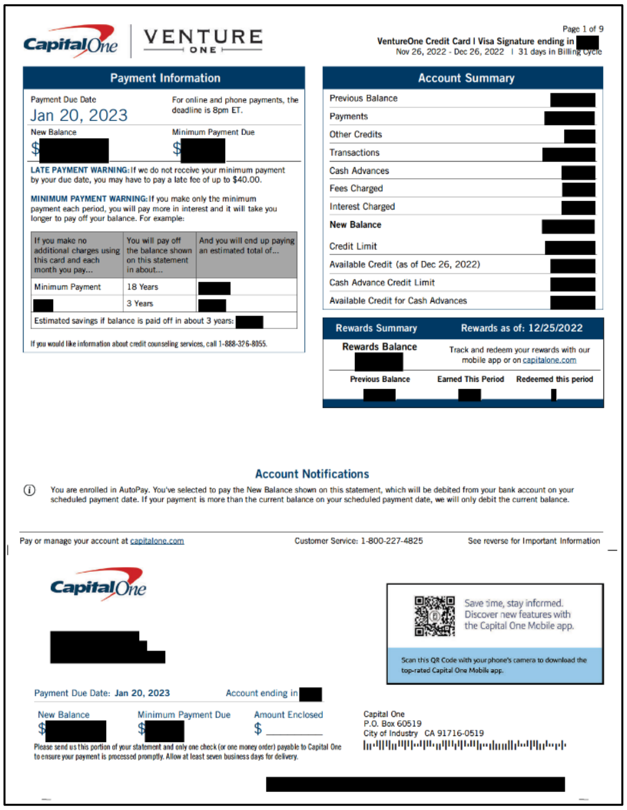
MasterCard - SALE 39.99
************[redacted] - EMV Chip
Authorization #: [redacted]
Terminal ID :
Cryptogram :
AID : [redacted]
APP : Debit
CVM : NONE / [redacted]
TVR : [redacted] / TSI : [redacted]

Change 0.00
I agree to pay the above amount according to my card issuer agreement.

Bank/Credit Card Statements

Bank/Credit Card statements provide proof of payment. Purchases made with ACH, Wire, EFT or alike need to show the date, amount, payee, and recipient's full name. Please redact any account and bank numbers.

Credit Card Statement Example.



Page 1 of 9

VentureOne Credit Card I Visa Signature ending in [redacted]
Nov 26, 2022 - Dec 26, 2022 I 31 days in Billing Cycle

Payment Information

Payment Due Date
Jan 20, 2023
For online and phone payments, the deadline is 8pm ET.

New Balance $[redacted]
Minimum Payment Due $[redacted]

LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a late fee of up to $40.00.

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	18 Years	[redacted]
[redacted]	3 Years	[redacted]
Estimated savings if balance is paid off in about 3 years: [redacted]		

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary

Previous Balance	[redacted]
Payments	[redacted]
Other Credits	[redacted]
Transactions	[redacted]
Cash Advances	[redacted]
Fees Charged	[redacted]
Interest Charged	[redacted]
New Balance	[redacted]
Credit Limit	[redacted]
Available Credit (as of Dec 26, 2022)	[redacted]
Cash Advance Credit Limit	[redacted]
Available Credit for Cash Advances	[redacted]

Rewards Summary Rewards as of: 12/25/2022

Rewards Balance [redacted]
Track and redeem your rewards with our mobile app or on capitalone.com

Previous Balance	Earned This Period	Redeemed this period
[redacted]	[redacted]	[redacted]

Account Notifications

You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your scheduled payment date. If your payment is more than the current balance on your scheduled payment date, we will only debit the current balance.

Pay or manage your account at capitalone.com Customer Service: 1-800-227-4825 See reverse for Important Information

[redacted]

Save time, stay informed. Discover new features with the Capital One Mobile app.

Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

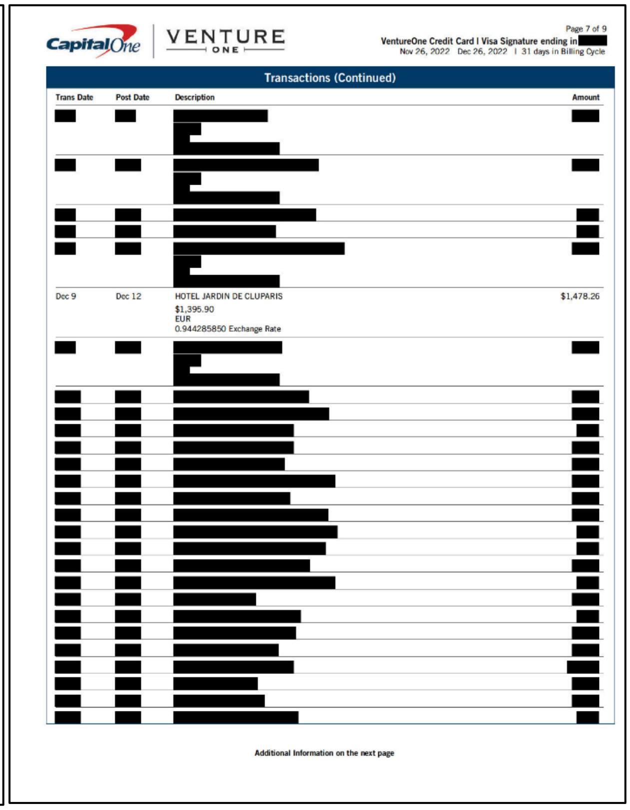
Payment Due Date: Jan 20, 2023 Account ending in [redacted]

New Balance $[redacted] Minimum Payment Due $[redacted] Amount Enclosed $ ________

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Capital One
P.O. Box 60519
City of Industry CA 91716-0519

[redacted]



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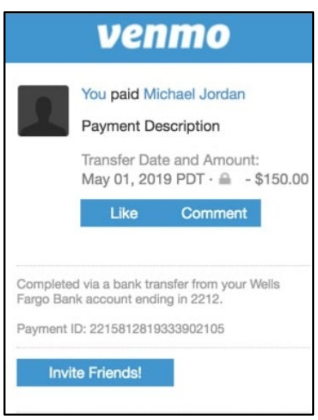
VentureOne Credit Card I Visa Signature ending in [redacted]
Nov 26, 2022 Dec 26, 2022 I 31 days in Billing Cycle

Transactions (Continued)

Trans Date	Post Date	Description	Amount
[redacted]	[redacted]	[redacted]	[redacted]
Dec 9	Dec 12	HOTEL JARDIN DE CLUPARIS $1,395.90 EUR 0.944285850 Exchange Rate	$1,478.26
[redacted]	[redacted]	[redacted]	[redacted]

Additional Information on the next page

Electronic Funds Transfer (Venmo, Paypal, Zelle, etc.) Example
*These transactions need to be accompanied with an itemized list/invoice as well as proof of payment.



venmo

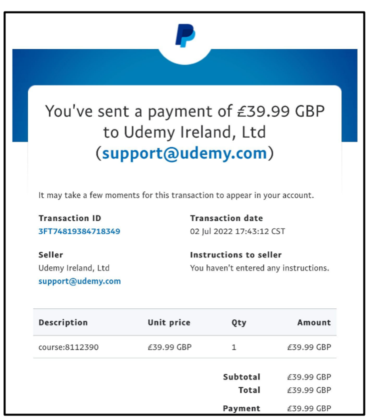
You paid Michael Jordan
Payment Description
Transfer Date and Amount:
May 01, 2019 PDT · - $150.00

Like Comment

Completed via a bank transfer from your Wells Fargo Bank account ending in 2212.

Payment ID: 2215812819333902105

Invite Friends!



You've sent a payment of £39.99 GBP to Udemy Ireland, Ltd (support@udemy.com)

It may take a few moments for this transaction to appear in your account.

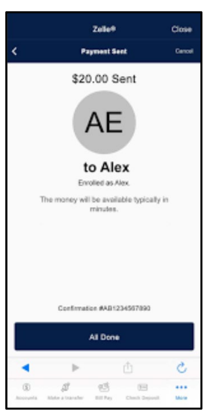
Transaction ID
3FT74819384718349

Transaction date
02 Jul 2022 17:43:12 CST

Seller
Udemy Ireland, Ltd
support@udemy.com

Instructions to seller
You haven't entered any instructions.

Description	Unit price	Qty	Amount
course:8112390	£39.99 GBP	1	£39.99 GBP
		Subtotal	£39.99 GBP
		Total	£39.99 GBP
		Payment	£39.99 GBP



Zelle® Close
Payment Sent Cancel

$20.00 Sent

AE

to Alex

All Done

For questions regarding submission of the expenditure documentation and/or TDA requirements, please contact the TDA's Grants Office at (833) 380-8282 or by email at Grants@TexasAgriculture.gov.