

**Member Item Voucher Agreement  
Cover Page  
(For Awards \$25,001 - \$49,999)**

Name: \_\_\_\_\_

SHARS ID #: \_\_\_\_\_ Contract #: \_\_\_\_\_

- \_\_\_\_\_ **Annual/Final Report** from prior completed award received and approved.
- \_\_\_\_\_ **Company is in compliance** with other DHCR programs.
- \_\_\_\_\_ **If company is/was in default**, has default been cured or group placed on hold.
- \_\_\_\_\_ **Voucher agreement** term and budget amount must be identified on standard voucher.

**General Requirements**

- \_\_\_\_\_ **MCF** is filled out properly including contract number and SHARS number.
- \_\_\_\_\_ **Award letter** is included in package and contains the six digit Charities Registration number; if NA, must include letter from company.
- \_\_\_\_\_ **Certification Appendix** for awards below \$50,000.
- \_\_\_\_\_ **Standing Contract**
- \_\_\_\_\_ **Appendix A** (Include only pages 1, 2, and 3).
- \_\_\_\_\_ **Appendix A1**
- \_\_\_\_\_ **Appendix A1A** (Additional Contract Language).
- \_\_\_\_\_ **Legislative Initiative** (make sure it is attached).
- \_\_\_\_\_ **Disbursement Request** is included (please see manual for requirements).
- \_\_\_\_\_ **Standard Voucher** is included and disbursement requirements are identified in program manual. The Contract and SHARS numbers should be listed on the form under number 5.

**SHARS Input (please make sure that all SHARS input is completed)**

- \_\_\_\_\_ **Application Received** is input (find under Legislative Funding).
- \_\_\_\_\_ **Annual/Final Report** date received (or due date entered).
- \_\_\_\_\_ **Review Authorization** - input Rep Recommends and update, then input RD Approval and put an 'x' in front of NRDP and input Award Dollars and update.
- \_\_\_\_\_ **Voucher Payment** is added to PES, this is an "add event", enter "vchr".

\_\_\_\_\_  
**Regional Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Regional Director/CSB Coordinator**

\_\_\_\_\_  
**Date**