

**Member Item Voucher Agreement
Cover Page
(For Awards Up to and Including \$25,000)**

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).
- ___ **Standard Voucher** is included and is for the **entire amount of the award** and that both 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