

# State Grants to Libraries Fund Request Documentation Guidance

Documentation is required to verify expenditures were eligible for use with grant funds and made and received in the grant performance period.

[How State Grants Can Be Used - an Eligible Uses Checklist](#)

## Accepted documentation:

General ledger from accounting system with transaction detail

- If the general ledger cannot show transaction level detail, invoices/receipts may be uploaded
- If the transaction detail for vendor is generic or vague such as “business card” or “visa,” upload copies of invoices/receipts in addition to general ledger
- See notes below for documentation for subscriptions and content credit that may be needed in addition to a detailed general ledger.

For those without an accounting system that can provide a general ledger report, upload copies of invoices/receipts. If there are many expenditures, a spreadsheet or list of uploaded invoices would be appreciated.

## Additional documentation for subscriptions and eBook content credit:

Subscription-based purchases, such as databases, periodicals, and Junior Library Guild: the actual invoice for the subscription **MUST** be included with your documentation to verify the subscription does not extend beyond the grant performance period. The invoice should show the start and end dates. If the subscription is outside of the grant performance period, it must be prorated to the end of the grant performance period for reimbursement. Please note the prorated amount either on the invoice or in the Additional Detail field of the Request section of the fund request.

Content credit for eBooks and eAudiobooks, such as deposits on account for content purchases, future content purchases, or CloudLibrary: include actual invoice. To receive reimbursement for the full amount of content credit purchases, provide supporting documentation that shows all content credit was used within the grant performance period. If documentation cannot be provided, the content credit will need to be prorated to the end of the grant performance period. If no term limit is noted on the invoice, use 12 months/1 year to calculate prorated amount.

Contact Program Manager, Melissa Carlson, [Carlson\\_m@cde.state.co.us](mailto:Carlson_m@cde.state.co.us), with questions.