CLAIM CHECKLIST

 Claim cover sheet form – signed

 Claim cover letter – signed

 DBE Vendor Payment form – signed

1. If you paid a vendor, you must enter the payment in the **Record Subcontractor Payment** section on the HOME page in EBS

 Reporting form – Progress report

1. Capital reporting form – signed
2. Operating reporting form
3. Administrative reporting form
4. Planning progress report

Supporting Documentation to support all expenditures - G-codes must be identified on the supporting documentation

1. Detailed payroll register for G121-G189
	* 1. Identify the percentages of each position on the document
2. Copies of checks
3. Vendor invoices and/or receipts
4. Vehicle Reimbursements:
	* 1. Final Vendor Invoice
		2. Original order form
		3. Copy of Checks or Advance payment form
		4. MVR-1 Title Application – NCDOT Integrated Mobility Division must be listed as the 1st Lienholder
		5. Logo & lettering invoice – (if applicable)

**\*\*Taxes are not eligible for reimbursement except on utilities.**

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CHANGE REQUEST

 Cover letter with justification for change

Salary & Wage Detail Revision form (3 column format) of approved positions for G121, G125 and G126