



GUILFORD COUNTY CBO DOCUMENTS CHECKLIST

- Completed and Signed Contract** (*Due before 1st quarter reimbursement*)

- Conflict of Interest Form** (*Due before 1st quarter reimbursement*)

- Overdue taxes form** (*Due before 1st quarter reimbursement*)

- Expenditure Report Form** (*Due each quarter*)

- Acceptable Accompanying Documents for Expenditure Reimbursement** (ex: receipts, payroll data, bank statements)(*Due each quarter*)

- Performance Report**(*Due each quarter*)