**PLA - SUBMISSION DOCUMENTS**

**CLAIM CHECKER**

**Name:**

**Ref Number:**

**Found on Front Page of Your Letter of Offer)**

**How Much Grant was Offer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Goods****(i.e. – Course)** | **Supplier** | **Invoice Date** | **Invoice Number (if any)** | **Total (Gross)** | **Amount Paid** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **TOTAL SPENT** | **£** |

**PROJECT EXPENDITURE CLAIM**

I hereby apply on behalf of the above-named project for payment of Project Funding in accordance with the Letter of Offer from the Causeway Coast and Glens Borough Council Funding Unit. I certify that the information given above represents the correct amount of re-imbursement now due. I confirm

**PLEASE TYPE**

Signature: Date:

* No other claim has, or will be made, in respect of this expenditure.
* All expenditure claimed has been paid in the implementation of the approved project;

**RETENTION POLICY**

All documentation – whether held in paper or electronic form, relating to the administration and finance of this Project will be retained for a period of 6 years. If the company remains in business during this time, it will hire required space to retain such documents. Should business cease during this period, it will take advice from Causeway Coast and Glens Borough Council on how best to retain relevant documentation for the required period.

**PLEASE TYPE**

Signature: Date:

**CHECKLIST before you Submit. Can you Confirm:**

* You’ve remembered to include you certificate of completion.
* Your receipt/invoice for payment of the course.

**OFFICE USE ONLY** Account Supplier Code:

Approved:

**Verification Notes:**