

Preston County Commission

Direct Funding to Agency - Proof of Expenditure Form

To submit the completed form or ask questions please email County Administrator Nate Raybeck at nraybeck@prestoncountywv.gov. Form must be submitted within 30 Days of expending funds.

Agency Information:

Agency Name: _____

Project Title (if applicable): _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Expense Details:

Date/ Invoice #	Vendor Name	Description of Expense	Amount (\$)

Total Amount: _____

Supporting Documentation:

Please attach the following:

- Itemized and detailed invoice from vendor. Invoices must provide the appropriate date, vendor contact information, and account of goods sold and/or services provided.
- Proof of payment (canceled checks, bank statements, or payment confirmations).
- Any additional documentation required by the Preston County Commission.

Certification:

I certify that the above information is true and accurate, and the expenses submitted are directly related to the approved project as described in the Outside Agency Funding Application.

Signature: _____

Print Name: _____

Title: _____

Date: _____

For Preston County Commission Use Only:

Reviewed By	Date	Approved Amount (\$)	Comments