

**2020-2021 Operations Support
Documentation Summary Sheet: Pest Control Costs**

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting **pest control costs** and attach it to the required documentation.
- **Mid-Year Report** – This form must be returned with required documentation no later than **Dec 31, 2020**.
- **Year-End Report** – This form must be returned with required documentation no later than **June 1, 2021**.
- The eligible time period is July 1, 2020 through June 30, 2021.
- Pest Control expenses must have **incurred** after July 1, 2020.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

Required Documentation: Provide copies of pest control bills showing billing period and copies of payment printouts or bank-canceled checks if paid by check.

Pest Control Company: _____

BILLING PERIOD	AMOUNT
SUBTOTAL:	

BILLING PERIOD	AMOUNT
TOTAL:	

Total Paid \$ _____ X _____ % Billed to Operation Support = \$ _____ OS Expenses

Please arrange copies of documents in the order listed above with Summary Form on top and submit to Bonnie Beck, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.