

**2020-2021 Operations Support
Documentation Summary Sheet: Transportation – Rental Costs**

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting vehicle rental 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**.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

Required Forms of Documentation: Provide a list of dates, rental companies used, and destinations as well as copies of bank-canceled checks or signed receipts as proof of payment.

RENTAL DATE	RENTAL COMPANY	DESTINATION / ADDRESS	AMOUNT
TOTAL:			

\$_____ Total Cost for Transportation – Rental

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.