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*)