

Pajaro Small Business Assistance Program Invoice for Reimbursement Form

Business Name (Legal Entity and DBA): _____

Date: _____

Instructions:

1. List and total the eligible expenses you would like to be reimbursed for.
 - a. Ensure the expenses submitted are eligible according to the grant guidelines and that the total amount does not exceed the maximum grant amount.
 - i. Storefront Businesses - \$85,000 maximum
 - ii. Home-based Businesses - \$5,000 maximum
 - b. Eligible expenses for payments made between March 10, 2023 – December 31, 2023 include:
 - i. Storefront Businesses:
 - Inventory – Goods available for sale that were damaged or lost and needed to be replenished.
 - Equipment – Damaged or lost property, such as refrigerators, display counters, machinery, etc.
 - Revenue – Sales lost between March 10, 2023 and March 31, 2023 as a direct result of the flood and its aftermath.
 - Building Damage – Repair of the exterior / interior of a building.
 - ii. Home-based Businesses:
 - Inventory – Goods available for sale that were damaged or lost and needed to be replenished.
 - Computers, Laptops, and Tablets – Damaged electronic devices that needed to be replaced to continue business operations.
 - Printer / Copier / Fax Machine – Damaged electronic devices that needed to be replaced to continue business operations.
 - c. Attach copies of original receipts in PDF, JPEG, or PNG file formats for all reimbursements requested.
2. Payment of this invoice is NOT guaranteed and will only be made if your application, documentation, and proofs of payment are approved after a thorough review.
3. Submit multiple invoices if needed, however we encourage listing fewer expenses of higher amounts to help expedite the review process.

Purchase Date	Vendor Name	Item Description	Expense Amount
		TOTAL	\$

