

Subsidy Re-Imbursement Checklist for DoE

Name of Vendor _____

Date Re-Imbursement Application Received _____

What is the total number of products sold? _____

What is the total value of the subsidy being claimed? _____

No	Item	Check
1	A Copy of The completed subsidy re-imbusement application form is kept in the vendors file.	
2	Copies of the excel sales and grievance databases are kept electronically.	

Confirm the following is sent to the IVA.

No	Item	Check
3	Copies of: all completed Notification of Product Purchased forms; Invoices from Manufacturers and shipping and customs documents that have been supplied to the DoE since the last subsidy claim by that Vendor. If not relevant, state N/A.	
4	The completed subsidy re-imbusement application form	
5	The Excel product sales database	
6	The receipts and signed declaration forms that were supplied with the application	
7	The Excel grievance database	

Checked by _____

Signed _____

Date Sent to IVA _____

Upon receipt of OVR report complete the following:

Date Output Verification Report (OVR) Received _____

Had the OVR been delayed because IVA had to contact Vendor for further information? _____



Were there any systems that the IVA did not think should receive the subsidy?

If so, why not?

Actions Required

No	Item	Yes/No or Date
1	If the report recommends paying the subsidy:	
a	Pay the Vendor the subsidy re-imburement from the Designated Account	
	Date Vendor Paid	
b	Database that is monitoring the total number and value of subsidies paid has been updated	
2	If the report recommends not to pay the subsidy or part of the subsidy	
a	Vendor contacted in writing detailing why the subsidy is not being paid.	
	Date Vendor Contacted	
	Vendor Responded	
	Date Vendor Responded	
b	Decision made on whether to pay, partly pay or not pay subsidy?	
c	If paid, Database that is monitoring the total number and value of subsidies paid has been updated	
3	Checklist, application paperwork and all other documentation have been stored in the Vendors file and a copy in the project file.	

Checked by _____

Signed _____

Dated _____

