

**CHECKLIST FOR  
MATCHING FUND APPLICATION  
REQUEST FOR PAYMENT**

Complete and return this checklist with each item submitted for reimbursement.

**Y N n/a**

- Has each item been paid by ONE-THIRD (1/3)?
- Is an INVOICE attached for each item?
- Are photocopies of *front and back* of REGIONAL TOURIST ASSOCIATION'S CHECK or copy of CASHIER'S CHECK attached?

**For ads, brochures, or printed items:**

- Is copy of each item enclosed?
- Is the following statement on the item?  
"This brochure is paid for with a combination of state funds and private regional association funds."

**For billboards / outdoor boards:**

- Is a photo of billboard attached?
- Is the following statement on the board?  
"Paid for with a combination of state funds and private regional association funds."

**For radio and television advertising:** (See page 16 for detailed rules.)

***If purchased through an advertising agency:***

- Is the agency invoice attached?

***If NOT purchased through an advertising agency:***

- Is a copy of the script or a CD/DVD attached?
- Is an affidavit of performance attached?
- Does the affidavit of performance have a notary's seal AND signature, and the signature of the station manager?

**For travel reimbursement:**

- Is Form 020 RMF 910 completed and attached?
- Are receipts for lodging, etc. with this form?
- Are photocopies of *front and back* of REGIONAL TOURIST ASSOCIATION'S CHECK reimbursing the traveler attached?

The above checklist is intended to expedite the reimbursement process. If you have any questions, please call 501-682-5240.