**North Central Texas Council of Governments**

**Air Quality Rebate Funding Programs**

**Reimbursement Pre-Approval Form**

**Required Attachments Checklist**

|  |  |
| --- | --- |
| **Organization Name:** |  |
| **NCTCOG Project Number (e.g. TRNxxxx)** |  |
| **Purchase Documentation** |
| [ ]  Invoice **OR** [ ]  Bill of Sale (Sales Contact) |
| [ ]  Final Purchase Order  |
| **Proof of Payment** |
| [ ]  Copy of Cancelled Check **OR** [ ]  Wire Transfer |
| **Activity Documentation** |
| [ ]  Activity Information Form |
| **Submit completed checklist and all documents check marked above to** **trgrants@nctcog.org** **for review.****NEXT STEPS IN ORDER:**1. NCTCOG will review documents submitted.
2. NCTCOG will contact you upon approval for disposition.
3. **DO NOT PROCEED TO DISPOSITION.** NCTCOG will coordinate with you a disposition site visit to collect the appropriate documentation.
4. Disposition completed.
5. Submit request for reimbursement forms and final disposition items.
	1. Request for Reimbursement Form
	2. Copy of Nonrepairable Vehicle Title
	3. Scrappage Value Documentation (ie., receipts)
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