

This is an EXAMPLE of what a Grant submission should look like.

Page 1 is the Coverletter .

Pages 2 – 4 are copies of receipts.

Page 5 is an example of what should not be sent in.



# AMVETS

*Hank Nowak Post No 45, Inc.*

3071 ABBOTT ROAD  
ORCHARD PARK, NEW YORK 14127-1003  
(716) 823-3147

DATE 1/1/15

AMOUNT OF GRANT 691.45

COMMANDER John Jones

SIGNATURE John Jones

CHAIRPERSON Tom Jones

SIGNATURE Tom Jones

DESCRIPTION OF GRANT BINGO PARTY AT V.A. HOSPITAL  
FOR PATIENTS AND SENDING  
CARE PACKAGES TO OVERSEAS TROOPS.

TOTAL AMOUNT OF ALL  
RECIPTS, PAID BILLS,  
CANCELLED CHECKS.  
ITEMIZED

FOODS 155.05  
CANTEEN BOOKS 200.00  
CARE PACKAGES 336.40  
PEARL HARBOR  
OBSERVANCE  
OTHER  
TOTAL 691.45

# EXAMPLE

# EXAMPLE

CLINTON MINI MARKET  
1880 CLINTON ST.  
Buffalo, NY 14206  
Phone 716-828-1160

Thank you come again!

9/2014	12:41	011T - 51057
min		
Description		Amount
KERY		
x 3.99		7.98
ZEN ROLLS		
x 1.98		5.94
cery		6.09
cery		6.05
cery		5.86
cery		7.05
cery		4.10
cery		2.40
cery		5.38
cery		3.62
cery		4.34
cery		3.90
cery		8.85
Base		\$ 71.56
Number of items: 16		
TOTAL TO PAY		\$ 71.56
Payment means		Amount
Cash		\$ 71.56

CLINTON MINI MARKET  
1880 CLINTON ST.  
Buffalo, NY 14206  
Phone 716-828-1160

Thank you come again!

7/8/2014	14:36	011T - 34930
Admin		
Description		Amount
Deli		
96.12 x 0.69		66.32
DOZEN ROLLS		
4 x 1.98		7.92
Base		\$ 74.24
Number of items: 100.12		
TOTAL TO PAY		\$ 74.24
Payment means		Amount
Cash		\$ 75.00
Change		\$ 0.76

**Save**  
*a lot*

#24086  
79 South Rossler St.  
Cheektowaga, NY. 14206  
716-824-7160

DIET PEPSI			
1 @ 2 FOR	\$3.00	\$1.50	A F
BOTTLE DEP (2 LITER)		\$0.05	F
MILK VIT D SAL 128Z		\$2.59	F
NAPKINS 250C WRIGHTW		\$1.49	A
PEPSI			
2 @ 2 FOR	\$3.00	\$3.00	A F
BOTTLE DEP (2 LITER)		\$0.05	F
BOTTLE DEP (2 LITER)		\$0.05	F
8 BALANCE DUE		\$9.25	
CASH		\$10.00	
CHANGE		\$0.75	

TAX-CODE	TAXABLE-VAL	TAX-VALUE
TAX 8.750%	\$5.99	\$0.52 A

CASHIER NAME: SANDRA  
C0039 #0102 14:51:02 8JUL2014  
S24086 R001

THANK YOU FOR SHOPPING AT  
**SAVE-A-LOT**  
Great Food Great Prices!  
MON-SUN 8 AM to 9 PM

TOTAL: \$ 155.05



Department of Veterans Affairs

98955

Receipt for Miscellaneous Collection  
VETERANS CANTEEN SERVICE

RECEIVED FROM <i>Post 48</i>	DATE <i>4/8/2014</i>
ADDRESS	AMOUNT <i>\$100.00</i>

RECEIPTS	SALE OF COUPON BOOKS	
PERIOD COVERED FROM <i>3587026</i> TO <i>3589125</i>	NUMBER OF BOOKS <i>100</i>	DENOMINATION(S) <i>1.00</i>
<input type="checkbox"/> CONTACT VENDING INCOME	INCLUSIVE SERIAL NUMBERS	
<input type="checkbox"/> CONCESSIONAIRE INCOME (Specify)	BEGINNING NO <i>3587026</i>	ENDING NO <i>3589125</i>
COUPON BOOKS DESIGNATED ABOVE RECEIVED BY <i>X Victor E. Wiatrowski</i>		
REMARKS		

TOTAL SALES \$	RATE OF COMMISSION %
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MISCELLANEOUS COLLECTIONS

COLLECTION OR RETURNED CHECKS

SALE OF EQUIPMENT OR OTHER ASSETS

ACCOUNTS RECEIVABLE

OTHER (Specify)

PAYMENT RECEIVED BY  
*[Signature]*

FINANCE CENTER USE ONLY

CANTEEN STAMP  
*528  
Buffalo*

EXAMPLE

TOTAL: \$ 200.00



Department of Veterans Affairs

99233

Receipt for Miscellaneous Collection  
VETERANS CANTEEN SERVICE

RECEIVED FROM <i>Post 48</i>	DATE <i>11/12/2013</i>
ADDRESS	AMOUNT <i>\$100.00</i>

RECEIPTS	SALE OF COUPON BOOKS	
PERIOD COVERED FROM TO	NUMBER OF BOOKS <i>20</i>	DENOMINATION(S) <i>5.00</i>
<input type="checkbox"/> CONTACT VENDING INCOME	INCLUSIVE SERIAL NUMBERS	
<input type="checkbox"/> CONCESSIONAIRE INCOME (Specify)	BEGINNING NO <i>273278</i>	ENDING NO <i>273297</i>
COUPON BOOKS DESIGNATED ABOVE RECEIVED BY <i>X Victor E. Wiatrowski</i>		
REMARKS		

TOTAL SALES \$	RATE OF COMMISSION %
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MISCELLANEOUS COLLECTIONS

COLLECTION OR RETURNED CHECKS

SALE OF EQUIPMENT OR OTHER ASSETS

ACCOUNTS RECEIVABLE

OTHER (Specify)

PAYMENT RECEIVED BY  
*[Signature]*

FINANCE CENTER USE ONLY

CANTEEN STAMP  
*528  
Buffalo*

9114901189866883491318  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493475US

Issue PVI: \$29.45

Total: \$222.25

Paid by:

AMEX

Account #: XXXXXXXXXX  
Approval #: 570955  
Transaction #: 968  
239031907266314735689

\$222.25

@@ For tracking or inquiries go to  
USPS.com or call 1-800-222-1811.

Save this receipt as evidence of  
insurance. For information on filing  
an insurance claim go to  
usps.com/ship/file-domestic-claims.htm

Order stamps at usps.com/shop or  
call 1-800-Stamp24. Go to  
usps.com/clicknship to print  
shipping labels with postage. For  
other information call  
1-800-ASK-USPS.

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Get your mail when and where you  
want it with a secure Post Office  
Box. Sign up for a box online at  
usps.com/poboxes.

\*\*\*\*\*  
\*\*\*\*\*

Bill #: 1000302712640  
Clerk: 04

All sales final on stamps and postage  
Refunds for guaranteed services only

Thank you for your business

\*\*\*\*\*  
\*\*\*\*\*

HELP US SERVE YOU BETTER

Go to:

<https://postalexperience.com/Pos>

TELL US ABOUT YOUR RECENT  
POSTAL EXPERIENCE

EXAMPLE

~ APO AE 09355 Zone-1 \$30.00  
Priority Mail By Weight  
b. 15.2 oz.

US Tracking #: 9114901189866883491233

The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493453US

Issue PVI: \$30.00

@ APO AE 09355 Zone-1 \$24.70  
Priority Mail By Weight  
b. 8 lb. 4.6 oz.

USPS Tracking #: 9114901189866883491257  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493484US

Issue PVI: \$24.70

@@ APO AE 09354 Zone-1 \$22.20  
Priority Mail By Weight  
b. 24 lb. 7.4 oz.

USPS Tracking #: 9114901189866883491271  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493382US

Issue PVI: \$22.20

@@ FPO AE 09363 Zone-1 \$28.05  
Priority Mail By Weight  
b. 36 lb. 13.4 oz.

USPS Tracking #: 9114901189866883491295  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

MASSAPEQUA PARK  
MASSAPEQUA PARK, New York  
117623827  
3548330762-0097  
05/30/2014 (800)275-8777 11:57:

===== Sales Receipt =====  
Product Sale Unit  
Description Qty Price

Unnumbered Parcel Mail Pickup  
@@ APO AE 09364 Zone-1  
Priority Mail By Weight  
b. 41 lb. 12.2 oz.

USPS Tracking #: 9114901189866883491172  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493444US

Issue PVI: \$0

@ FPO AE 09363 Zone-1 \$2  
Priority Mail By Weight  
b. 9 lb. 9.8 oz.

USPS Tracking #: 9114901189866883491196  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493365US

Issue PVI: \$28

~ APO AE 09364 Zone-1 \$29  
Priority Mail By Weight  
b. 1 lb. 11.0 oz.

USPS Tracking #: 9114901189866883491219  
The origin and/or destination  
ZIP Code supplied is an  
APO/FPO/DPO ZIP code. Service  
standards, except for Priority  
Mail Express, to this location  
are not available at this time.

Includes \$50 insurance

EXAMPLE

Issue PVI: \$26.20

MASSAPEQUA PARK  
MASSAPEQUA PARK, New York  
17623827  
3548330762-0097

AP0 AE 09354 Zone-1 \$30.45  
Priority Mail By Weight  
45 lb. 15.2 oz.

05/30/2014 (800)275-8777 12:07:41 PM

USPS Tracking #: 9114901189866883491417  
The origin and/or destination ZIP Code supplied is an APO/FPO/DPO ZIP code. Service standards, except for Priority Mail Express, to this location are not available at this time.

===== Sales Receipt =====

Product Sale Unit Final Description Qty Price Price

AP0 AE 09370 Zone-1 \$28.05

Priority Mail By Weight

36 lb. 1.6 oz.

USPS Tracking #:

9114901189866883491356

The origin and/or destination ZIP Code supplied is an APO/FPO/DPO ZIP code. Service standards, except for Priority Mail Express, to this location are not available at this time.

Includes \$50 insurance

Customs Form #: CW565493396US

Issue PVI: \$30.45

Total: \$114.15

Paid by:

ANEX \$114.15

Account #:

Approval #: 592038

Transaction #: 969

239031907266314735689

Includes \$50 insurance

Customs Form #: CW565493396US

Issue PVI: \$28.05

AP0 AE 09354 Zone-1 \$29.45

Priority Mail By Weight

41 lb. 15.0 oz.

USPS Tracking #:

9114901189866883491370

The origin and/or destination ZIP Code supplied is an APO/FPO/DPO ZIP code. Service standards, except for Priority Mail Express, to this location are not available at this time.

For tracking or inquiries go to USPS.com or call 1-800-222-1811.

Save this receipt as evidence of insurance. For information on filing an insurance claim go to [usps.com/ship/file-domestic-claims.htm](http://usps.com/ship/file-domestic-claims.htm)

Includes \$50 insurance

Customs Form #: CW565493467US

Issue PVI: \$29.45

AP0 AE 09364 Zone-1 \$26.20

Priority Mail By Weight

30 lb. 6.8 oz.

USPS Tracking #:

9114901189866883491394

The origin and/or destination ZIP Code supplied is an APO/FPO/DPO ZIP code. Service standards, except for Priority Mail Express, to this location are not available at this time.

Order stamps at [usps.com/shop](http://usps.com/shop) or call 1-800-Stamp24. Go to [usps.com/clicknship](http://usps.com/clicknship) to print shipping labels with postage. For other information call 1-800-ASK-USPS.

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\*\*\*\*\*  
Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at [usps.com/poboxes](http://usps.com/poboxes).

Bill #: 100030272699

Clerk: 04

All sales final on stamps and postage  
Refunds for guaranteed services only  
Thank you for your business

Includes \$50 insurance

114.15  
222.25  

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336.40

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COMMACK #240

11 CAREY PLACE  
COMMACK, NY 11725  
MEMBER #111796547571

677009	PLATE	13.95	A
00102005	009	3.00	
175	60	15.99	
128		15.00	
0001020			
19854	KEY		
2338A	NS*		
7883	PACK		
	JOINS		
	NTIES		
	FOR S		
	SAUCE		
	BBQ		
	MSG		
	MARK		
	SUP		
	8		
	TO		
	C		

**EXAMPLE OF A  
BAD RECEIPT.  
IF YOU SEND IN  
SOMETHING LIKE  
THIS, IT WILL BE  
DISQUALIFIED.**

65153	SALE SALAD	49	
10732	CHICKEN	95	A
2566	CHEWY	69	
544352	BAYE	2.39	

SUBTOTAL 233.16  
TAX .81