



Records to Keep

Organizations must be able to provide the following documentation upon request, however the St. Joe Foundation will not routinely collect this documentation.

1. **Customer Transaction Record sheet** for each market day.
2. **EBT Verification** of SNAP sales when the Double Up program was operating at the market
 - a. Copy of batch report for each market day, or
 - b. Monthly report from EBT processor: report needs to provide dates of EBT transactions, total number of transactions, and total EBT sales.
3. ***Vendor Redemption & Reimbursement Records** that show Double Up token/voucher redemptions by vendor each time tokens were collected. Need to show how much each vendor redeemed in Double Up and it must be distinguished from other currencies (like SNAP).
4. ***Copy of Signed Vendor Agreement** for each vendor reimbursed for Double Up. Markets must have a signed Vendor Agreement on file dated with the current program year, prior to making any reimbursement payments.

**Only applicable to farmers market sites where the grantee/contractor is reimbursing individual vendors. Not applicable to sites (like farm stands and mobile produce delivery models) where no reimbursement occurs.*

Records to Submit

1. **Online data reports** for each month that the market operated the program.
2. ***Proof of Vendor Payment** for tokens/vouchers redeemed. Needs to include vendor name, date of payment, amount of payment that represents Double Up reimbursement, check number OR vendor signature/initials that payment was received. This should be submitted monthly along with the data in the online report form.
3. **Final report.** A final grant report will be emailed you to complete and email back.