**CIRCUIT COURT RECORDS PRESERVATION PROGRAM**

**VERIFICATION OF WORK FORM**

Grant Agreement No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Locality\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Verification of Work Form must be completed and returned to the Library of Virginia along with a

copy of the vendor’s invoice within **fifteen days of completion of grant project**. LVA will only release

grant funds to the locality upon receipt of verification of work form and a copy of the vendor’s invoice.

Grant funds will only be disbursed to the fiscal office of the locality. As determined by instructions

from the Auditor of Public Accounts, these funds must be released to the locality’s fiscal office (i.e.

Treasurer’s Office or Department of Finance). Funds will be released within thirty days of submission

of a completed verification of work form and a copy of vendor’s invoice.

Mail to:

**Michelle Washington** *Administrative Assistant*

800 East Broad Street

Richmond, VA 23219-8000

michelle.washington@lva.virginia.gov

A) Fiscal Office Information

Fiscal Officer (Treasurer, Director of Finance, or locality administrator), Locality, and Phone Number of Fiscal Office:

Federal Identification Number (FIN) of the Treasurer's Office or Department of Finance:

|  |
| --- |
| **To Be Completed by Library of Virginia Staff Only** |
| Verification Form Received and Approved For Payment by:Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | FIPS Code \_\_\_\_\_\_\_ FUND 02202 TIN# \_\_\_\_\_\_\_\_\_\_\_ PROG 137/006VO# \_\_\_\_\_\_\_\_\_\_\_\_ DEPT 92130  Date\_\_\_\_\_\_\_\_\_ CC 761 BUS. UNIT 20200 PROJECT LVA91112 $PAID \_\_\_\_\_\_\_\_\_\_\_\_\_\_ DUE DATE \_\_\_\_\_\_\_\_ACCOUNT#5014310  |
|    |  |

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM**

**VERIFICATION OF WORK FORM**

B) Verification of Work information

1. Was work completed by Vendor as requested in grant application? Yes No N/A
2. If not, please explain: (i.e. explain specific circumstances)
3. Is further action required from Vendor? Yes No N/A
4. If yes, please explain (i.e. explain specific actions needed)

1. For item conservation and reformatting grant projects, were all materials returned from Vendor?

 Yes No Partial N/A

1. If you requested digital images as part of item conservation project, did you receive images from Vendor?

Yes No N/A

1. Describe the significant benefits provided by this grant project.
2. Is vendor’s invoice attached to this form?

 Yes No

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 LVA Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 Circuit Court Clerk