



## Commercial Lawn and Garden Program Merchant Reimbursement Package Checklist

The reimbursement package must be submitted to the Air District **within 75 days** of selling replacement lawn and garden equipment. To ensure quick processing of reimbursement requests, send all items listed below. Email the completed package to [lawn@airquality.org](mailto:lawn@airquality.org) or the corresponding District staff.

✓	Reimbursement Package Checklist
<input type="checkbox"/>	<b>1. Voucher Tracking Form:</b> For each customer, fill out the form with all vouchers redeemed by the customer. Existing equipment deemed inoperable should be rejected & excluded from the form.
<input type="checkbox"/>	<b>2. Original Voucher(s):</b> Attach the redeemed vouchers associated with the Voucher Tracking Form.
<input type="checkbox"/>	<b>3. Final Invoice(s):</b> Provide a copy of the final invoice(s), signed by the participating merchant. The invoice must show the final purchase price of all items, the voucher amount, and state "final."
<input type="checkbox"/>	<b>4. Equipment Destruction Form:</b> Complete this form for all existing equipment delivered to and destroyed by the participating recycling facility. The recycling facility must sign the form(s) and may provide a receipt or ticket # to the merchant and the Air District as additional proof of delivery.