



Commercial Lawn and Garden Program Merchant Reimbursement Package Checklist

The reimbursement package must be submitted to the Air District **within 30 days** of the sale of replacement L&G equipment. To ensure quick processing of reimbursement requests, make sure you send all items listed below. Email the completed package to lawn@airquality.org or the corresponding District staff.

✓	Reimbursement Package Checklist
<input type="checkbox"/>	1. Voucher Tracking Form: 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"/>	2. Original Voucher(s): Attach all the redeemed vouchers listed on the Voucher Tracking Form(s).
<input type="checkbox"/>	3. Final Invoice(s): 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"/>	4. Equipment Destruction Form: Complete this form for all existing equipment destroyed by the participating merchant under this reimbursement request. Attach additional forms for equipment that was delivered to a participating recycling facility. The form(s) must be signed by either the participating merchant or recycling facility as proof of equipment destruction.
<input type="checkbox"/>	5. Photos of destroyed equipment: Provide photos of the destroyed equipment (unless the equipment was delivered to an approved recycling facility). Photos can be attached at the end of the reimbursement package or emailed with the reimbursement package. Photos must be labeled with the associated voucher number(s). A photo can contain multiple pieces of equipment.