

## **Submitting a Claim for Payment**

Claims will be processed after signed contracts are received. Claim forms must be completed and signed by the applicant. When submitting a claim for payment, include:

- 1) Completed claim**
- 2) A numbered Summary of Advertising Expenses being claimed**
- 3) Original invoice(s) and 1 copy**
- 4) One original sample of any printed advertising material**

Mail your claim to:

**Sonoma County Administrator's Office**  
**Attention: Jennifer Rogers**  
**575 Administration Drive, Room 104A**  
**Santa Rosa, CA 95403-2888**

Claims for Advertising Funds awarded for FY 10-11 (July 1, 2010 – June 30, 2011) must be received by the County Administrator's office by June 4, 2012.

Claims for Advertising Funds awarded for FY 11-12 (July 1, 2011 – June 30, 2012) must be received by the County Administrator's office by June 4, 2013.

If you have any questions regarding eligible expenditures, please call the County Administrator's Office at (707) 565-2431, prior to incurring expense. The County of Sonoma will not reimburse expenditures that do not comply with policy.