Clean Heavy-Duty Vehicles Program

Purchasing and Invoice Documentation Guide

United States
Environmental Protection
Agency

Clean Heavy-Duty Vehicles Program Purchasing and Invoice Documentation Guide

Legacy Emissions Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

United States Environmental Protection Agency

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Summary

The purpose of this Guide is to provide U.S. Environmental Protection Agency (EPA) Clean Heavy-Duty Vehicle (CHDV) Program funding recipients and subrecipients with best practices for ensuring that documentation for eligible project costs contains sufficient information to support recordkeeping for audits and other oversight activities. Although funding recipients do not need to submit this documentation to the EPA on a regular basis, funding recipients are required to retain documentation of their purchases and make the documentation available to the EPA upon request, in accordance with the retention requirements of 2 CFR 200.334, 2 CFR 200.337, and the grant Terms and Conditions. This Guide is applicable to recipients of the CHDV School Bus and Vocation Vehicles Sub-Programs.

Note that while this Guide is focused on purchasing documentation and invoices, funding recipients should reference program Terms and Conditions for other project documentation requirements, such as vehicle scrappage, other project close out documents, or procurement records required by 2 CFR200.318(i). Please contact your EPA Project Officer or the CHDV Helpline (cleanhdvehicles@epa.gov) if you have any questions.

Additional resources about purchasing and invoices are available as follows:

- CHDV Grantee Resources Site which includes a list of Frequently Asked Questions, Technical Resources, and Recorded Webinars about CHDV grants.
- EPA Grant Policy Resources Site which includes EPA Guidance on Participant Support Costs, EPA Subaward Policy, and other helpful resources.
- The EPA Best Practices Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements which includes information on contracts, purchase orders, and how invoices should be reviewed for accuracy.
- Build America, Buy America (BABA) Implementation Procedures for EPA Office of Transportation and Air Quality Federal Assistance Programs (available at: https://www.epa.gov/ports-initiative/build-america-buy-america-office-transportation-and-air-quality)
- A list of key sections of 2 CFR 200 and 2 CFR 1500 that are applicable to invoices and other source documents can be found in the Appendix of this document.

Eligible Project Cost Documentation

Funding recipients and subrecipients should retain all source documents specific to EPA-funded vehicles, infrastructure, and/or services. Source documents are original documents that capture key information about business transactions, such as the names of the parties involved, amounts paid, date, and substance of transactions.

Per 2 CFR 200.302, federal award recipients and subrecipients must maintain records that sufficiently identify the amount, source, and expenditure of federal funds. These records must contain information necessary to identify federal awards, authorizations, financial obligations, and unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

This section lists the key information that should be included on common types of source documentation, such as purchase orders and invoices. Additional attachments may be included to support the source document when key information is missing. See *Additional Source Documentation* for more information. This section also describes other source documentation that should be maintained in addition to invoices and purchase orders. Please refer to your grant Terms and Conditions or contact your EPA Project Officer for additional assistance.

A. Key Information to Include on Purchase Orders/Sales Orders

- ❑ Document is on dealer/vendor letterhead
- ❑ Document is clearly labeled as ‘purchase order’ or ‘sales order’
- ❑ Document(s) includes:
    - ❑ Date order was placed (note: order date cannot pre-date the date of award)
    - ❑ Applicable contract number or delivery order number
    - ❑ Grant number (this can be added by the recipient or subrecipient)
    - ❑ Unique Purchase Order Number
    - ❑ Estimated date of delivery
    - ❑ Purchaser name, address, business phone number
    - ❑ Dealer name, address, business phone number
    - ❑ Signatures of purchaser and seller
    - ❑ Date purchase order/sales order was signed
    - ❑ Detailed description of the vehicle, infrastructure, and/or attached components (including make, model, and model year)
    - ❑ Quantity of items purchased

- ❑ Purchase price (including an itemized list of any options not included in the manufacturer's base price)
- ❑ Cost per unit
- ❑ Any additional costs or fees (such as taxes, delivery fees, telematics costs, transit insurance, vehicle registration fees, warranty costs, training costs, or Americans with Disabilities (ADA) authorized vehicle expenses)
- ❑ If the order is for a vehicle, please also include
  - ❑ Fuel type (e.g., battery-electric or hydrogen fuel cell)
  - ❑ Gross Vehicle Weight Rating (GVWR)
  - ❑ EPA Vehicle Family or California Air Resources Board (CARB) Certification for each vehicle
  - ❑ Amounts of deposits or advanced payments
- ❑ If the order is for eligible infrastructure, please also include (if needed)[1]
  - ❑ Infrastructure capacity (e.g., maximum output in kW)
  - ❑ Details about system subcomponents and supporting electrical or hydrogen infrastructure
  - ❑ Installation costs
  - ❑ Amounts of deposits or advanced payments
  - ❑ Additional costs, such as personnel or contract work

For visual examples of purchase orders/sales orders that include the information outlined above, refer to the Visual Examples of Accepted Documents section.

B. Key Information to Include on Invoices

- ❑ Document is on dealer/vendor letterhead
- ❑ Document is clearly labeled as 'invoice'
- ❑ Document(s) includes:
  - ❑ Date order was placed
  - ❑ Date of delivery/installation
  - ❑ Purchaser name, address, business phone number
  - ❑ Dealer or place of purchase name, address, business phone number
  - ❑ Signature of purchaser and seller
  - ❑ Invoice date
  - ❑ Invoice number
  - ❑ Grant number (this can be added to the invoice by the recipient or subrecipient)
  - ❑ Applicable contract number or delivery/purchase order number

[1] Note: Infrastructure may be included on a separate purchase order/ sales order from the new vehicle(s).

- ❑ Total amount of invoice
- ❑ Date invoice was signed, indicating equipment was accepted
- ❑ Detailed description of the vehicle, infrastructure, and/or attached components (including make, model, and model year)
- ❑ Quantity of items purchased
- ❑ Purchase price (including an itemized list of any options not included in the manufacturer's base price)
- ❑ Cost per unit
- ❑ Any additional costs or fees (such as taxes, delivery fees, telematics costs, warranty costs, training costs, or ADA authorized equipment expenses). All costs and fees should be listed on separate line items, clearly indicating when a line applies to multiple pieces of equipment.
- ❑ If the invoice is for a vehicle, please also include:
    - ❑ Fuel type (e.g., battery-electric or hydrogen fuel cell)
    - ❑ GVWR
    - ❑ Vehicle Identification Number (VIN)
- ❑ If the invoice is for eligible infrastructure (if needed)[2]
    - ❑ Infrastructure capacity (e.g., maximum output in kW)
    - ❑ Details about system subcomponents and supporting electric or hydrogen infrastructure
    - ❑ Serial number(s)
    - ❑ Installation costs (including an itemized list of services performed and supplies used for installation services)

For visual examples of invoices with the information outlined above, refer to the Visual Examples of Accepted Documents section.

[2] Note: Infrastructure may be included on a separate invoice from the new vehicle(s).

Additional Source Documentation

Supporting source documentation for line-item costs listed on an invoice should be maintained in the grant file for three years after the grant is closed out, along with any invoices.

Supporting source documents, for the purposes of invoices and documentation of expenditures, may include:

- Vehicle titles
- Proof of delivery
- BABA compliance certification (see below for more details)
- Receipts for fee payments (such as permits or vehicle registration)
- Paid checks
- Requests for proposals
- Letters of approval
- Agreement for contractual purchases
- Engineering plans
- Technical specification sheets
- Agreements with utilities (where applicable)
- Payroll information or timecards

All documentation should also be retained for other types of eligible expenses including insurance, registration fees, travel, supplies, personnel costs and other contractual services.

A. Vehicle Titles

Each state or territory requires different details on vehicle titles. Ensure that the title for the new vehicle follows the requirements for the place of ownership. At a minimum, it should include:

- [ ] Owner name
- [ ] Owner address
- [ ] Make
- [ ] Model
- [ ] Model year
- [ ] VIN
- [ ] State

B. Proof of Delivery (may include but is not limited to)

- ❑ Date of delivery
- ❑ Shipping or installation address
- ❑ Original order information
- ❑ Signature of purchaser, to verify that the item or deliverable was accepted and meets contract specifications
- ❑ Shipping company information
- ❑ The above information can be included on documentation such as:
  - ❑ A dated Bill of Lading that matches delivery information
  - ❑ Delivery receipt
  - ❑ Invoices with equipment delivery information
  - ❑ Email confirmation from an equipment vendor

C. BABA Compliance Certification

If a grant funds an "infrastructure project" as defined in 2 CFR 184.3, the purchaser of items that are incorporated into the infrastructure project (such as vehicles, other mobile equipment, and fueling infrastructure) will need to obtain BABA compliance documentation from the manufacturer for each item and maintain the documentation with grant records.

The BABA certification letter, or other form of compliance documentation, must demonstrate:

- ❑ Documentation is linked to the specific project. For example, this can be in the form of the project name, project location, contract number, or project number.

- ❑ Documentation is linked to the product used on the project. For example, a description of product(s) (simple explanation sufficient to identify the product(s), or an attached (or electronic link to) purchase order, invoice, or bill of lading.

- ❑ Documentation includes a statement attesting that the products supplied to the assistance recipient are compliant with BABA requirements. Reference to the Infrastructure Investment and Jobs Act ("IIJA") or the Bipartisan Infrastructure Law (BIL) are also acceptable.

- ❑ Documentation that manufacturing occurred in the United States, which could include, for example, the location(s) of manufacturing for each manufacturing step that is being certified. It is acceptable for manufactured products to note a single point of manufacturing, documenting that the final point of manufacturing is in the United States. (Note: each BABA category may require different determinations for compliance.)

- ❑ Signature of company representative (on company letterhead and signature can be electronic). The signatory of the certifying statement affirms their knowledge of the manufacturing processes for the referenced product(s) and attests that the product meets the BABA requirements.

Please see the example BABA Certification Letter below. More information and examples are available at https://www.epa.gov/ports-initiative/build-america-buy-america-office-transportation-and-air-quality and https://www.epa.gov/baba/build-america-buy-america-baba-act-resources.

For any BABA questions, please consult your EPA Project Officer, or BABA-OTAQ@epa.gov.

D. Documentation for Participant Support Costs (PSC) under CHDV Grants

This section describes documentation that should be maintained if the grant includes PSCs allowable under 2 CFR 200.1 and 2 CFR 1500.1. Please see the Appendix or the EPA Guidance on Participant Support Costs for additional information.

Participant support costs for equipment purchases described in 2 CFR 1500.1(a)(1) refer to rebates or other subsidies provided to program participants for the purchase and installation of commercially available, standard ("off the shelf") pollution control equipment or low emission vehicles, when the program participant, rather than the recipient, owns the equipment. Invoices and Purchase Orders for these costs should include the key information for purchase orders, invoices, and supporting documentation listed above, or in accordance with the recipient's or subrecipient's written policies and procedures.

Participant Support Costs that support participants' involvement in a federal award, as described in 2 CFR 1500.1(a)(2) may include the following: stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants. Invoices or receipts for Participant Support Costs included in a grant's written agreement between the recipient and the participant should be kept in the grant file. Documentation should also include the type of payment (such as cash), and other source documentation such as attendee sign-in sheets at training events or community outreach events, as applicable.

Visual Examples of Accepted Documents

This section provides examples of purchase orders and invoices. Please note that some information within these documents has been redacted. Additional annotations have been added to point out the specific information outlined in the Eligible Project Cost Documentation section of this Guide. Please note that since the included examples may not cover all eligible activities that may be funded by the CHDV program, it is recommended that recipients and subrecipients refer to the Eligible Project Cost Documentation section of this Guide to verify an invoice meets all applicable program requirements, rather than copying or using a particular example from this section.

All pertinent information (price, make, model) should be clearly legible and typed. However, the EPA recognizes that the nature of some invoicing documentation requires that handwritten notes or signatures are used to denote a completed transaction for equipment or services. In such instances, the EPA will review this documentation and may communicate with the recipient point of contact for further clarification or documentation.

A: Example Purchase Orders

Vehicle Examples

This purchase order is on the dealer's letterhead, the address and contact information for the purchaser is provided, and an estimated delivery date is provided.

[redacted]

[redacted] School Bus Purchase Order

For

[redacted]

For [redacted] School District, EPA Clean School Bus Awardee 2022

Address:	[redacted]
Phone Number:	[redacted]
PO Date:	December 12, 2022
PO Number:	[redacted]
Bus Model:	2024 [redacted]
Capacity:	77p
GVWR:	32,000lb
Quantity:	5 (five)
F.O.B. :	[redacted]
Features:	⇨ Meets all Federal Motor Vehicle Safety Standards. ⇨ Meets all Wisconsin Trans. 300 requirements. ⇨ Equipped per attached specification.
Terms:	⇨ Payment in full at time of delivery. ⇨ License and title fees are included in price.
Delivery:	Estimated Summer 2023
Dealer Installs: (Incl. Parts & Labor)	Lettering and Fleet Numbers

[redacted]

2024 [redacted] Price (Qty 5):	$ 119,985
Grand Total:	$ 599,925

NOTE: Specifications and pricing shown here were in effect at time of quote. In keeping with its policy of continual improvement [redacted] reserves the right to change specifications and pricing without notice or obligations

A Division of [redacted]

[redacted]

SALES ORDER

Date: 12/13/2022

BILL TO:
[redacted] PUBLIC SCHOOLS
[redacted]

SHIP TO:
TRANSPORTATION DEPARTMENT
[redacted]

SALESPERSON	P.O. #	SHIPPED VIA	F.O.B. POINT	TERMS
[redacted]	[redacted]	DELIVER	[redacted]	NET

QTY	DESCRIPTION	AMOUNT
(5)	2024 [redacted], FUEL TYPE: ELECTRIC, BUS GVWR: 33,000 LBS, $374,976.00 per unit	$1,874,880.00
	DELIVERY ETA: February/March & November/December 2023	
	SUBTOTAL	$1,874,880.00

This sales order is on the dealer's letterhead, the billing and shipping information are provided, and specific item details are provided like quantity, make, model, fuel type, GVWR, and price per unit.

TOTAL	$1,874,880.00
SALES TAX	
BALANCE DUE	$1,874,880.00

REMIT PAYMENT TO:
[redacted]

Thank you for your business!

QUESTIONS?
Contact: [redacted] Executive Sales Administrator
[redacted]

[redacted]

MAILING ADDRESS [redacted]
PHYSICAL ADDRESS [redacted]

[redacted]

Infrastructure Equipment Examples

[redacted]

Purchase Order [redacted] **No.** [redacted]

[redacted] is tax exempt.

Email invoices [redacted] or mail to above address.

PO number must be on all documents.

P.O. Date: 04/13/2023 **Questions ?** Accounts Payable Department [redacted] **Ext:** **Account:**

P.O. Issued To : [redacted]

Ship To: [redacted]

Contact: [redacted] Location: [redacted]

Phone: [redacted] Fax: [redacted] **Project:** CATEGORICAL **Req#** [redacted]

Reference: **Date Required:** 04/21/2023 **Award Number:**

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	1	EA		[redacted] 0kW DC Charger - 30kW	46,259.00	46,259.00	0.00	0.00

Make: [redacted]
Model: [redacted]
Estimated [redacted]: 6/20/2023

This purchase order is on the dealer's letterhead, the contact information for both the dealer and purchaser are provided, specific item details for chargers are included like quantity, make, model, and estimated delivery date, and a signature is at the bottom.

APPROVAL SIGNATURES:

[redacted]

Sub-Total:	46,259.00
Freight:	0.00
Tax:	0.00
Total Amount:	46,259.00

[redacted]

CHARGER - SALES ORDER

This sales order is on the dealer's letterhead, specific item details are provided like quantity, make, model, and price per unit, and signatures for both the dealer and purchaser are provided at the bottom.

[redacted]

Dear [redacted]

Congratulations on being selected for funding from the EPA Clean School Bus 2022 Rebate Program, to purchase all-electric school buses, charging station units and eligible charging infrastructure.

On behalf o[redacted]e are pleased to do business with you. The purpose of this document is to confirm the sale of the below to [redacted]

Charger make: [redacted]
Charger model: DC Wallbox 1PH 208/240V (CCS)
Quantity: 2
Purchase price (per unit): $14,623.00

The price reflected in the purchase orde[redacted] dated 2022-12-20, is final. The price listed above only applies to the 2022 EPA Clean School Bus Rebate Program and will not apply to future years of the program. The estimated delivery date for these charging station units is 2023-04-17.

Please note that the [redacted] is not an eligible infrastructure expense under the Clean School Bus 2022 Rebate Program guidelines. Therefore, it is our pleasure to offer this service t[redacted]r free, for 1-year from in-service date of the vehicle and charging station unit.

By signing the below, both parties agree that this document constitutes a sales transaction between [redacted] and [redacted] This letter has been acknowledged and is hereby signed by authorized representatives o[redacted]

[redacted]

[redacted]uthorized signatory)

2023-03-13
(Date – YYYY-MM-DD)

[redacted] - authorized signatory)

2023/03/13
(Date – YYYY-MM-DD)

[redacted]

B: Example Invoices

Vehicle Examples

[redacted]

Invoice# [redacted] PO# [redacted]

October 5, 2023

This invoice on the dealer's letterhead, each item has the make, model, year, quantity and VIN, and any discounts are displayed with the total for each item and the final total calculated.

Bill To

[redacted]

4224

Body	VIN	Item Description	Amount
F541858	[redacted]	One (1) 2024 [redacted] Propane	$126,924.00
		EPA Credit	-$30,000.00
F541859	[redacted]	One (1) 2024 [redacted] Propane	$126,924.00
		EPA Credit	-$30,000.00
F541860	[redacted]	One (1) 2024 [redacted] Propane	$126,924.00
		EPA Credit	-$30,000.00

Subtotal	$290,772.00
Tax Rate	0.00%
Amount Due	**$290,772.00**

Make all checks payable to [redacted]

The address for Billing as listed above will also be used for titling unless otherwise specified. If there is any error with the information as listed, please notify us to correct it. Please update information that is out of date or in error so that delivery can be done expeditiously. If a lienholder is necessary on documents/title, please notifiy us before delivery is scheduled.

If you have any questions concerning this invoice, use the following contact information:

[redacted]

Thank you for your business!

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[redacted]

SALES INVOICE: [redacted]

ORDER STATUS	SOLD
INVOICE DATE	1/10/2024
DELIVERY DATE	1/23/2024
SALESPERSON	[redacted]
CUSTOMER REFERENCE	[redacted]
PAYMENT TERMS	

BUYER (End User):
[redacted]
P: [redacted]
E: [redacted]

DELIVERY ADDRESS:
[redacted]
P: [redacted]
E: [redacted]

LIENHOLDER:

PRODUCT(S):

NEW VEHICLE - UNIT#: 265737

YR - MAKE - MODEL	SERIAL NUMBER	GVWR	ODOMETER	COLOR	BODY STYLE	SALES TAX	PRICE
202[redacted] ELECTRIC BUS	[redacted]	33,000		Yellow			
	Vehicle - Price					NO	$368,101.00
	DISTRICT OPTIONS					NO	$52,728.00
					Product(s) Purchase Price		$420,829.00

This invoice is on the dealer's letterhead, both parties are listed on the document, items such as make, model, year, and fuel type are provided, any taxes and discounts are provided with the final total, and both signatures are provided with dates.

By the execution of this Agreement Buyer agrees to purchase the Product(s) described on this and/or additional pages, subject to the acceptance of this Agreement by Seller, pursuant to the terms and conditions on this page and the following Additional Terms and Conditions. Buyer acknowledges that Buyer has received and read both this page and all of the Additional Terms and Conditions.

This Agreement cancels and supersedes any prior understandings or agreements for Buyer's purchase of the Product(s) and, as of the date hereof, comprises the complete and exclusive statement of the terms of the agreement between the parties relating to the Product(s) and any Trade-In Vehicle.

If any representations, specifications, terms or other arrangements are to be relied upon by Buyer, they must be in writing and specifically identified and referenced in this Agreement; otherwise, they will not be binding on or enforceable against Seller. There are no unwritten, oral agreements between the parties.

PRODUCT(S) PURCHASE PRICE		420,829.00
SALES TAX	+	0.00
TIRE TAX	+	0.00
FEDERAL RETAIL EXCISE TAX	+	0.00
TOTAL PURCHASE PRICE	=	420,829.00
LESS TOTAL NET TRADE-IN ALLOWANCE	-	0.00
LESS CASH DOWN PAYMENT	-	395,000.00
UNPAID BALANCE	=	25,829.00

Buyer: [redacted]
202[redacted]
x [redacted]
Buyer Signature
[redacted]
Date

Seller: [redacted]
Seller Signature
[redacted]
Date

Please Remit Payment To:
[redacted]
Accounts Receivable
[redacted]
Phone: [redacted]

Rev. 11-20-2020 (912405.6)

[redacted]

Phone [redacted]

For Parts and Accounting
Phone [redacted]
Fa[redacted]

Invoice

Date	Invoice #
7/28/2023	[redacted]

Bill To	Ship To
[redacted]	

S.O. No.	P.O. No.	Terms	Ship Via	Mileage	Unit/Body#	VIN#
[redacted]	[redacted]	Net 30			[redacted]	

Item	Description	Ordered	Backordered	Invoiced	Rate	Amount
New Bus - Ne	2023[redacted] ELECTRIC SCHOOL BUS 59 PASSENGER CAPACITY PLEASE REMIT PAYMENT TO [redacted]		0	1	398,182.00	398,182.00T

This invoice is on the dealer's letterhead, the address and phone number are provided for both the dealer and buyer, and the item description includes the make, model, year and quantity.

PLEASE REMIT T[redacted]

Subtotal	$398,182.00
Sales Tax (0.0%)	$0.00
Total	$398,182.00
Payments/Credits	$0.00
Balance Due	$398,182.00

Infrastructure Equipment Examples

VEHICLE INVOICE [redacted] **№** [redacted]

SOLD TO: [redacted]

ADDRESS: [redacted]

SALESMAN:

DATE: 8/28/2023

MAKE	MODEL	NEW OR USED	VIN	KEY NO.
[redacted]	BBCV3310	N	[redacted] 23	

INSURANCE COVERAGE INCLUDES:

- ☐ FIRE AND THEFT
- ☐ COLLISION - AMT. DEDUCT
- ☐ PUBLIC LIABILITY - AMT.
- ☐ PROPERTY DAMAGE - AMT.

OPTIONAL EQUIPMENT AND ACCESSORIES

GROUP	DESCRIPTION	PRICE
	[redacted] ICE-30KW DC CHARGER	
	PO# [redacted]	

PRICE OF VEHICLE	$46,259.00
OPTIONAL EQUIP. & ACCESS.	
SALES TAX	
LICENSE AND TITLE	
TOTAL CASH PRICE	$46,259.00
FINANCING	
INSURANCE	
TOTAL TIME PRICE	$46,259.00
SETTLEMENT:	
DEPOSIT	
CASH ON DELIVERY	$26,259.00
TRADE-IN	
LESS LIEN	
TYPE	
VIN	
PAYMENTS EPA 2022 CLEAN SCHOOL BUS REBATE	$20,000.00
TOTAL	$46,259.00

MINUTEMAN PRESS • 508-336-3050

[redacted]

This invoice is on the dealer's letterhead, the addresses and phone numbers are listed for both parties, the make, model, VIN and price are clearly listed, and the final total is calculated at the bottom.

[redacted]

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued onto the next page).

[redacted]

INVOICE

BILL TO

[redacted]

SHIP TO

[redacted]

TRACKING# [redacted]

INVOICE	[redacted]
DATE	07/12/2024
TERMS	Net 30
DUE DATE	08/11/2024

PROJECT #

[redacted]

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2024	Commissioning & Startup of the first AC or DC Charging Station	Commissioning & Startup of the first AC or DC Charging Station (DO NOT USE for T-54, T-124, T-184, any High Power Stations). Scope of Work - Testing with a production Battery Electric Vehicle, warranty verification of installation, submission of OEM commissioning documents. Includes labor & travel. NOTE: Additional trips will require Change Order to be signed. Price is for single trip to commission ALL the chargers. Customer induced changes that require an additional trip(s) will be quoted as time & material Change Order.	1	1,500.00	1,500.00
07/12/2024	[redacted] for DC Chargers - 36 Months Prepaid	[redacted] Software for Charger Management, DC chargers. [redacted] portal access for dashboard, reporting, access management, rules-based load management. 36 Months Prepaid	1	1,334.00	1,334.00
07/12/2024	[redacted] Setup	One-time software, hardware configuration and setup fee for the [redacted] portal (per site)	1	180.00	180.00
07/12/2024	[redacted] Data Plan - 36 months Prepaid	[redacted] Data Plan to ensure connectivity - Cellular Data 4G/5G. 36 Months Prepaid	1	360.00	360.00
07/12/2024	ICE-30 CCS1	DC Wallbox, 30kW max. output, 150 - 1000Vdc out, 480V 3p Input, CCS1, Wallmount, Cellular, RFID	1	15,610.00	15,610.00
07/12/2024	Shipping for DCWB EVSE	Ground Shipping Costs for one DC Wallbox Charger	1	350.00	350.00

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07/12/2024	Advanced Deposit	Advanced Deposit	-1	9,667.00	-9,667.00
07/12/2024	Progress Invoice Adjustment	Progress Invoice Adjustment: 10% ******************REMOVE THIS -Not to exceed Installation Amount use alternative progress invoice adjustment for excess/roll-up to 10%. Change percentage to match and Use Negative Line Items for Pre-Determined Payment Rates for example 50/40/10 This SKU AFFECTS REVENUE*****************	-1	1,933.40	-1,933.40

We enjoy doing business with you!

For questions regarding this invoice or your account, email us at [redacted]

Please make Electronic Payments to:

Account Name: [redacted]
Account Number: [redacted]
ACH Routing Number: [redacted]
Wire Routing Number: [redacted]
SWIFT Code: [redacted]

Please include invoice number(s) paid on all Electronic Payments.

SUBTOTAL	7,733.60
TAX	0.00
TOTAL	7,733.60
PAYMENT	7,733.60
BALANCE DUE	**USD 0.00**

PAID

This invoice is on the dealer's letterhead, the addresses and phone numbers for both parties are listed, and each item has a thorough description with dates, prices, discounts, and quantities (continued from the previous page).

[redacted]

INVOICE

[redacted]

TO: [redacted]

ATTN: [redacted]
TRANSPORTATION DIRECTOR

Invoice Number	[redacted]
Invoice Date	9/1/2021
Customer Number	
Purchase Order Number	

Terms:	UPON DELIVE
Shipped Via:	
Special Instructions:	

Quantity	Item Number	Description	Price Per	Amount
1	[redacted]	2022 [redacted] ALL AMERICAN REAR ENGINE 66 PASSENGER BROWN SEATS AND FLOOR	$163,600.00	$163,600.00
		ITEMS TO DELETE		
-1	AUTO TIRE CHAINS	AUTOMATIC TIRE CHAINS	$2,300.00	($2,300.00)
-1	ENGINE BRAKE	VGT ENGINE BRAKE	$125.00	($125.00)
-1	EXHAUST RETARDE	EXHAUST RETARDER	$1,100.00	($1,100.00)
-1	TRANS RETARDER	TRANSMISSION RETARDER	$6,650.00	($6,650.00)
-1	WEBASTO	WEBASTO COOLANT HEATER	$2,600.00	($2,600.00)
-1	INTERIOR RACKS	INTERIOR PARCEL RACKS	$1,530.00	($1,530.00)
-1	STORAGE	UNDERBUS STORAGE	$3,650.00	($3,650.00)
-1	SPEC PACKAGE	SPECIAL NEEDS PACKAGE	$14,150.00	($14,150.00)
		ADDITIONAL ITEMS		
1	CAMERA SYSTEM	HD5 REI SYSTEM WITH 2 STOP ARM AND 4 INTERIOR CAMERAS WITH PANIC BUTTON, SENSOR HARNESS AND GPS INSTALLED IN BUS.	$4,350.00	$4,350.00
		VIN [redacted]		
		RECIATE YOUR BUSINESS!!		

[redacted]

TOTAL	$135,845.00
Sales Tax	
Freight	
Total	$135,845.00

This invoice is on the dealer's letterhead, provides the addresses and phone numbers of both parties, provides detailed items with descriptions, and provides the price of each item with the final total listed at the bottom.

u326
R1

Page 1 of 1

[redacted]

INVOICE: [redacted]
SALESMAN: [redacted]
DATE: 03/02/2023

RECEIVED
JUN 14 2023
TUESDAY [redacted]

SOLD TO: [redacted]

LNPO:	CUST PO	MAKE	YEAR	MODEL	PASSENGERS	VIN	PRICE
[redacted]	[redacted]	IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
		IC	2024	C3402	72	[redacted]	$105,509.00
					BUY BOARD FEE	$800.00	
10 UNITS					TOTAL:	$1,055,890.00	

Rec'd 6/14/2023

Please pay overage of Buy Board Fee. Fee amount was left off of PO.

FLEET OPERATIONS
APPROVED FOR PAYMENT

82221458

[redacted]

THANK YOU FOR YOUR BUSINESS!

This invoice is on the dealer's letterhead, the addresses and phone numbers of both parties are listed, and each item has the make, model, year, VIN, and price, with the total price listed at the bottom. Any necessary handwritten information (such as the grant number) is clearly legible.

C: Additional Documentation You May Need

EPA Engine Family Number

An EPA engine family number is a unique 12-character alpha-numeric code that identifies a group of engines with similar emission characteristics, model year, and manufacturer. You can find this number on the engine's nameplate, typically located on the engine block. Please visit EPA's website on vehicle family naming conventions or email the CHDV Helpline if you need more information.

Proof of Delivery

[redacted]

DELIVERY RECEIPT

Delivery Number: [redacted]

☐ [redacted]
(Print Delivery Company Name)

☒ Customer Pickup

[redacted]

Sales Order

[redacted]

Sold To:	Ship To:	REFERENCE DATA
[redacted]	[redacted]	Branch Plant: [redacted] Name: Mfg [redacted] Sales O[redacted] Serial #: [redacted] VIN No.: [redacted] Customer Ord No.: [redacted]

Delivery Instr.: NONE

# of CHASSIS keys: ______	FUEL* E ¼ ½ ¾ F [redacted]	E ¼ ½ ¾ F Upon receipt by Customer
# of TOOL BOX keys: ______	DEF* E ¼ ½ ¾ F [redacted]	E ¼ ½ ¾ F Upon receipt by Customer
# of BODY DOOR keys: ______	EV [redacted]	EV Charge% Upon receipt by Customer
# of OTHER keys: ______ Type: ______		

* FUEL/DEF level upon receipt by customer must be the same as FUEL/DEF level prior to leaving [redacted]

The following items, contained in the sales agreement, are shipped loose in body: (See attached for additional items, if any)

1. [redacted] Loaded By: [redacted]
2. Loaded By:

DRIVER/TRANSPORTER IS RESPONSIBLE FOR PROPERLY SECURING ALL "SHIPPED LOOSE" PARTS IN VEHICLE!

REMINDER:
- **Inspect the chassis and truck body thoroughly, both inside and outside, and report any shortages or damages BEFORE taking possession of this unit.**

Body lights function properly? ☐ YES ☐ NO	**Body lights function properly?** ☐ YES ☐ NO
N/A ☐ **Failure Issue:** ______	N/A ☐ **Failure Issue:** ______
Damages or Shortages Noted Prior to Leaving [redacted]	Damages or Shortages Noted Upon Receipt by Customer:
Vehicle Mileage (prior to leaving [redacted] 14	**Vehicle Mileage** (upon arrival at Customer): ______
I have inspected and hereby sign for this vehicle in good condition with NO DAMAGE and NO SHORTAGES except as noted above.	**I have inspected and hereby sign for this vehicle in good condition with NO DAMAGE a**[redacted]**d above.**
Delivery Driver Signature: [redacted]	**Customer Signature:** [redacted]
Date: [redacted] /25	**Date:** [redacted]
Delivery Driver PRINT Name: [redacted]	**PRINT Name:** [redacted]
Date: [redacted] 25	**Date:** [redacted] /25
[redacted]	**Delivery Driver Signature:** ______

IMPORTANT: [redacted] **wner's Manual included herein MUST be forwarded to the end user.**

Comments:

[redacted] ...erein by reference.

...are objected to and hereby rejected.

...1

DRIVEAWAY COPY

[redacted]

This delivery receipt includes date of delivery, VIN, condition of vehicle, signature of purchaser, delivery address, and vendor and purchaser addresses.

Example BABA Certification Letter

MINAS MORGUL

Minas Morgul Steel, Inc.
1245 Barad Dur Ave.
Mordor, Middle Earth
+1 555 867 5309

Material Certification

September 15, 2024

Gondor Supply Co.
3477 One Ring Ln.
Fort Tirith, IA 50501

RE: Job Name: Saruman Contracting
Project #: Hobbiton Depot, The Shire, WY
Order Type: Submittal

<u>Quantity:</u>	<u>Item Description:</u>
4	8550350 – DC fast charger – 120kW

Dear Valued Partner:

We hereby certify that the above listed products supplied to the subject project are in full compliance with 2 CFR 184, Build America Buy America Infrastructure project requirements as a manufactured product. The charger and all of its components are manufactured in the United States of America at our facilities in Moria, OK and Isengard, MI.

Meriadoc Brandybuck

Product Quality Manager
Minas Morgul Steel, Inc.

Key Elements:

1. Project Reference
2. Specific list of products
3. Location of manufacturing (city and state)
4. Domestic Preference requirement reference (+ BABA category reference)
5. Signature or representative

Example Certification Letter, from Appendix 4 (p. 35) of EPA Memorandum, "Build America, Buy America Act (BABA) Implementation Procedures for EPA Office of Transportation and Air Quality Federal Financial Assistance Programs," dated January 21, 2026. (Note: This example includes information from a fictional vendor for demonstration purposes).

Appendix

All CHDV grantees are subject to the requirements of 2 CFR Part 200 and 2 CFR Part 1500. 2 CFR Part 200 details important information regarding participant support costs, auditing measures, contracts vs. subawards, application requirements, etc. If you have questions about certain requirements or documents that need to be submitted, you can reference these regulations as well. 2 CFR Part 1500 supplements 2 CFR Part 200 provides uniform administrative requirements, cost principles, and audit requirements for federal awards.

The following bullets have been summarized for key points, please use the CFR website to locate the full text of the regulations.

Important sections for grantee reference:

- Definitions –
  - Acquisition cost: means the (total) cost of the asset including the cost to ready the asset for its intended use. For example, acquisition cost for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired per *2 CFR 200.1*
  - Participant: generally, means an individual participating in or attending program activities under a Federal award, such as trainings or conferences, but who is not responsible for implementation of the Federal award. Individuals committing effort to the development or delivery of program activities under a Federal award (such as consultants, project personnel, or staff members of a recipient or subrecipient) are not participants. Examples of participants may include community members participating in a community outreach program, members of the public whose perspectives or input are sought as part of a program, students, or conference attendee *per 2 CFR 200.1*
  - PSC: means direct costs that support participants (see definition for Participant in § 200.1) and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants *per 2 CFR 200.1*

- Financial management: Maintaining records that precisely identify the amount, source, and expenditure of Federal funds for Federal awards per *2 CFR 200.302*

- Project Officers can request additional documentation that contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation, per *2 CFR 200.302 (b) (3)*

- Documented procurement procedures: The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services. The recipient or subrecipient must maintain records (*e.g.*, receipts, email communications regarding delivery timelines) sufficient to detail the history of each procurement transaction per *2 CFR 200.318*

- Record retention: The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition per *2 CFR 200.334*

- Methods for collection, transmission, and storage of information: When practicable, the Federal agency or pass-through entity and the recipient or subrecipient must collect, transmit, and store Federal award information in open and machine-readable formats per *2 CRF 200.336*

- Access to records: The Federal agency or pass-through entity, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives have the right of access to any records and personnel of the recipient or subrecipient pertinent to the Federal award to perform audits, execute site visits, interview and discuss documents, or for any other official use per *2 CFR 200.337*

- 2 CFR 1500.1(a) defines Participant support costs as either:
    - (1) Rebates or other subsidies provided to program participants for purchases and installations of commercially available, standard ("off the shelf") pollution control equipment or low emission vehicles under the Diesel Emission Reduction Act program or programs authorized by EPA appropriation acts and permitted by terms specified in EPA assistance

agreements or guidance, when the program participant rather than the recipient owns the equipment, or

- (2) Subsidies, rebates, and other payments provided to program beneficiaries to encourage participation in statutorily authorized programs to encourage environmental stewardship and enable the public to participate in EPA funded research, pollution abatement, and other projects or programs to the extent permitted by statutes and terms specified in EPA assistance agreements or guidance.