

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) Original invoice(s) and 1 copy**
- 3) One original sample of any printed advertising material**

Mail your claim to:

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

Claims for Advertising Funds awarded for FY 08-09 (July 1, 2008 – June 30, 2009) must be received by the County Administrator's office by June 1, 2010.

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