



OI Reimbursement Request Checklist

The following is a check list of the required support documentation necessary for reimbursement requests. This information may be submitted via your online portal at home.econnectcolorado.org. If any of the items required (as listed on this check list) are missing from your request, we **will not** be able to process your reimbursement. Please read this list carefully to ensure you have all necessary documentation!

Reimbursement may take up to 60 business days, and we are unable to reimburse for taxes paid.

Proof of Payment

- Completed Reimbursement Request in ecConnect.
- AND
- Itemized receipt or registration showing payment made and the method of payment.
 - If the receipt shows payment by Credit Card and includes the last four digits of the Credit Card used, we require:
 - A copy of the front of the Credit Card (all numbers but the last four should be blocked out).
 - The last four numbers of the credit card must match the last four numbers of the card used for payment as listed on the receipt.
 - As an alternate to the copy of the actual credit card, you may submit a copy of the credit card statement.
 - The Statement must include the following:
 - The last four digits of the credit card as listed on the receipt (all numbers but the last four should be blocked out).
 - The name (printed by the bank/creditor on the statement) of the person and program to whom the credit card belongs.
 - The posted transaction showing the charge to be reimbursed.
 - All other information should be blocked out.
 - If the receipt shows payment by Check, we require:
 - A copy of the cancelled check, documenting payment and payee.
 - As an alternate to the copy of the cancelled check, you may submit a copy of the bank statement.
 - The Statement must include the following:
 - The name (printed by the bank on the statement) of the person and program to whom the account belongs.
 - The posted transaction showing the payment to be reimbursed.