

CITY OF COLVILLE  
**Vinson Fund Expenditure Guidelines**

The following is a list of some common examples of advertising and what documentation is needed by the City of Colville in order to process the payment. Please note that the City only issues payments after the City Council has approved the payments at their regular meetings. This means that it could be 2-3 weeks after submission of paperwork before the actual payment is made.

**Newspaper ads**

- Tear sheets from **each** newspaper for **each** day billed
- Invoice or itemized statement

**Radio ads**

- Affidavit of Performance (**Please note: you will have to ask specifically for this**)
- Script (what you provided for them to read or what they read on the air)
- Invoice or itemized statement

**TV/Internet ads**

- Same as Radio ads

**Flyers**

- Copy of flyer
- Invoice or itemized statement

**Street Banners**

- Invoice or itemized statement with detailed description of logo or picture of logo (preferred)

**T-shirts**

- Invoice with description or picture of logo. Logo must include "Vinson Logo" and name of event

**Long Distance telephone charges (to arrange for advertising)**

- Copy of telephone bill listing numbers, charges per call and company names that were called

**Billboards**

- Copy of ad, dates up, location. Needs to state event name and "Vinson Logo." OK to have business sponsors names on it.

*If you have questions or problems obtaining any of the required documentation, please contact the City Clerk's Office for assistance.*

**Additional Notes:**

*Recipients of the Vinson Funds must acknowledge and use the "Vinson Logo" on all printed and promotional materials, radio and social networks. Funds will be disbursed upon completion of project or event.*

- ✓ The City of Colville **will not** pay late fees or service charges for late payments.
- ✓ The City of Colville **will not** pay for ads in advance, even if the company requires pre-payment. Your group will need to pay the bill and be reimbursed by the City after the ads have run and the City is provided with affidavits and proof of payment.
- ✓ Accounts for billing must be set up under your group's name; outside groups are not allowed to charge on the City's accounts.
- ✓ To have your group reimbursed for expenses they have already paid for, the City will accept a copy of the cancelled check, a receipt or other proof of payment.

*If your group has something that is not addressed here, please contact the City Clerk's Office (509) 684-5094 in advance for clarification in order to avoid expenses that may not be allowed.*