How to submit a Proof of Purchase Form
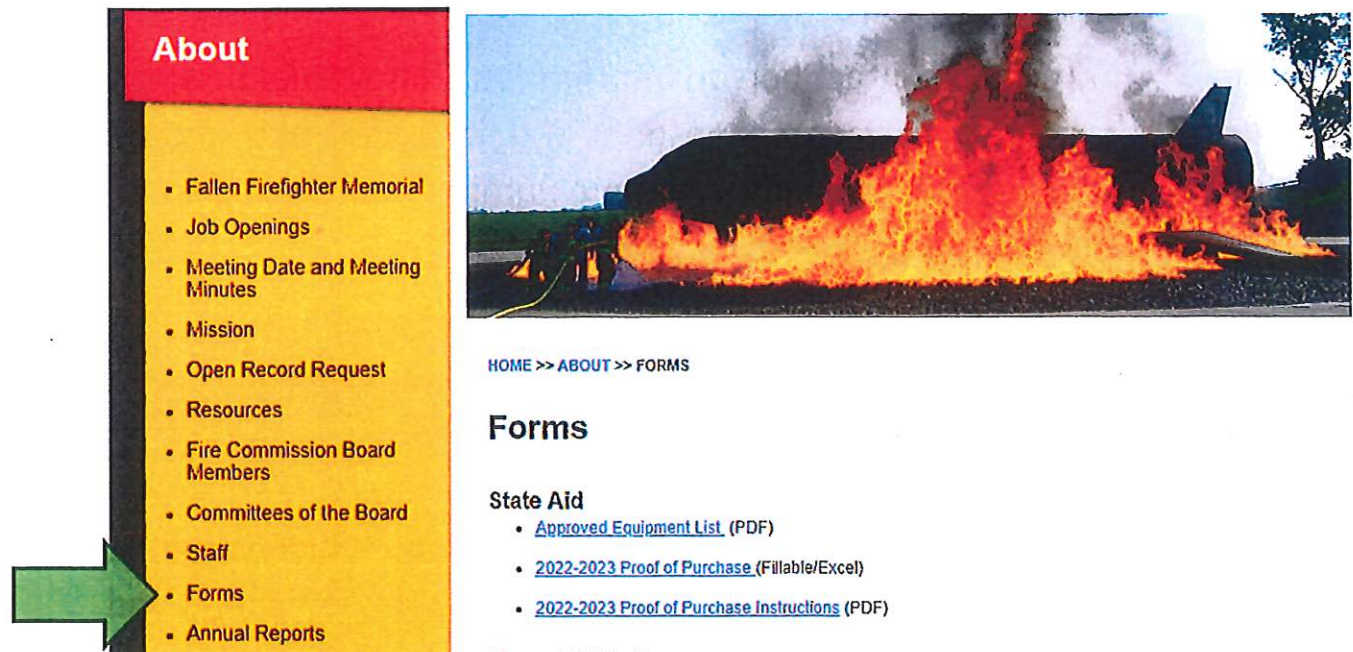
- Go to the Kentucky Fire Commission website.
  https://kyfirecommission.kctcs.edu/

- Click **About**

- On the left column, click on **Forms**

- Under State Aid, select **Proof of Purchase (Fillable/Excel)**

110 Cleveland Drive
Paris, KY 40361

(800) 782-6823
kyfirecommission.kctcs.edu

KENTUCKY
FIRE COMMISSION
STATE FIRE RESCUE TRAINING

Step 1 – Information

2023-2024 PROOF OF PURCHASE

FIRE DEPARTMENT INFORMATION

Department Number	Department Name	County	Federal ID Number

Contact Person	Phone Number	Email

- Input the Fire Department Number (three (3) or four (4) numbers), Department Name, County and Federal ID Number (xx-xxxxxxx).
- Input the contact person information. This should be someone who can answer any questions and has access to invoices, bank information, etc. List the phone number and email of the contact person.

Step 2 – Personnel

HOW MANY PERSONNEL?

Volunteers	Part-time	Career/Professional	Total on roster (NO JUNOIRS OR DEPARTMENT EMAPLOYEES)
			0

- The number of personnel listed shall only include volunteers, part-time, and career/professionals. Junior firefighters and department employees are not to be counted.
- The total on the roster will automatically calculate based on the number you put in the other three categories.

110 Cleveland Drive
Paris, KY 40361

KENTUCKY
FIRE COMMISSION
STATE FIRE RESCUE TRAINING

(800) 782-6823
kyfirecommission.kctcs.edu

Step 3 – Loans (all loans related to fire department debt)

LOANS (ALL LOANS RELATED TO FIRE DEPARTMENT DEBT)

Bank or Lendor	Account Number	What is the loan for?	Payment Amount	Payment Schedule (Monthly, Quarterly, Annually)	Start Date	End Date

- Input loan information in this section (even if it is not being used for State Aid).

Step 4 – Expenditures

EXPENDITURES

oices must be for items purchased from July 1, 2023 to June 30,2024. Forms must be returned by JULY 31, 2024. All related invoices and bank statements shall be kept for compliance inspection purposes at the fire department. Submit all form: through email: fdstateaid@kctcs.edu

		VENDOR NAME	PURPOSE AND ACCOUNT NUMBER	TYPE OF PAYMENT	TOTAL EXPENSE STATE-AI WILL COVER
Insurance	Station and apparatus up to $5,000				
Utilities	Electric, water and heating gas up to $4,000				
Internet	Up to $1,200 (does not include phone)				

		VENDOR NAME	PURPOSE AND ACCOUNT NUMBER	Type of Payment	TOTAL EXPENSE
Loans	Fire Commission loan or department loan				
Loans	Fire Commission loan or department loan				
Saving	Must be in a savings account, no partial savings and send bank statement				

VENDOR NAME	INVOICE NUMBER(S)	DESCRIPTION OF ITEMS PURCHASED	CHECK, CREDIT CARD # AND DATE, OR TRANSACTION NUMBER	TOTAL EXPENSE

- Detail the information on how the department spent money and what is being used for State Aid.

110 Cleveland Drive
Paris, KY 40361

KENTUCKY
FIRE COMMISSION
STATE FIRE RESCUE TRAINING

(800) 782-6823
kyfirecommission.kctcs.edu

- If the department uses State Aid for insurance, utilities and/or internet payments, it is required to note vendor name, purpose, account number, type of payment, and total expense State Aid will cover.

- If the department is using State Aid toward a loan payment or saving State Aid money for future use, the next section will need to be completed.

  o If using monies toward a loan, make sure the loan section in Step 3 has been completed. Then input the information into this section. Provide the vendor's name, purpose, account number, type of payment, and total expense that State Aid will cover.

  o If the department is saving their State Aid money for future use, input the name of the bank where the account is being held, purpose, account number, type of payment (this will be auto transfer, direct deposit, or check), and the total amount that you saved for that year.

    ▪ When sending your proof of purchase form, you will also need to send a bank statement showing the name of the account and the balance.

- If the department is using State Aid to purchase items, the department will need to complete all rows necessary to cover the entire State Aid allotment. Input the vendor name, invoice number(s), description of the item (cannot be "maintenance" – must be a description of the type of maintenance such as "repair of breathing apparatus masks"), check #/credit card or transaction number, date, and total expense State Aid will cover.

110 Cleveland Drive
Paris, KY 40361

KENTUCKY
FIRE COMMISSION
STATE FIRE RESCUE TRAINING

(800) 782-6823
kyfirecommission.kctcs.edu

- At the bottom, total expenses will automatically be calculated based on the numbers put in these sections.

Step 5 – Signature

I, the undersigned, attest to the fact that the information in this document is accurate and correct.

Signature of Authorized Certifying Official	Date

- Type your signature and date to verify the information provided is accurate and correct.

Step 6 – Submit

- Save the document to your computer. Then send an email to fdstateaid@kctcs.edu with the proof of purchase form attached.

Once the State Aid office receives the proof of purchase form through email, they will send an email verifying the information has been received. If additional information is needed, or there are questions, the State Aid office will respond to the email.

If you do not receive an email within two business days verifying the State Aid office received the proof of purchase form, please contact the State Aid office by phone (859) 256-3787.