

EXHIBIT A

REIMBURSEMENT DOCUMENTATION

Any request for reimbursement shall be reasonably required to be supported by the following documentation:

1. Bills, invoices, contracts, or other writings evidencing the work performed by contractors or subcontractors on the project;
2. Proof of payment by KidsQuest Children's Museum, including, but not limited to, financial statements, cancelled checks, receipts from contractor or subcontractor; and
3. A written declaration by KidsQuest's Executive Director or Financial Officer under penalty of perjury under the law of the State of Washington that the documentation supporting the reimbursement request is true and correct; that the expenses have been incurred in association with the Project; and that the expenses have been paid in full prior to the submission of the reimbursement request.