



REIMBURSEMENT CLAIM CHECKLIST

• VERIFY THE FOLLOWING

- The claim form is typed/electronically completed
- The District's name & FEIN are at the top of the claim form
- The claim has been signed in blue ink by the chairman
- The claim has been notarized and the proper seal affixed
- The proper item code has been used for each claim item
- Payroll items are listed first, followed by other reimbursable items, all in ascending order by item code number

• CLAIM IS ASSEMBLED IN THE FOLLOWING ORDER, PAPERCLIPPED TOGETHER

- Payroll worksheet and timesheet with completed leave record for each employee (with original signatures in blue ink)
 - *Payroll worksheet and timesheet must be for the same month
- Invoice or copy of bill with required annotations for each non-salary, operating expense item (also see additional section regarding backup documents for more information).
 - *The following must be visible on the original invoice or bill:
 - *District Name as the customer
 - *Vendor name
 - *Date
 - *Itemized listing of products(s) &/or service(s) purchased
 - *Amount due
 - *Receipts that show a cash payment are not eligible for reimbursement
- Proof of payment of operating expenses
 - *Bank statement(s) or credit card statement(s) are included and show the associated charge
 - *Each invoice or bill includes the item code number, "OK", the date paid, the method of payment, and your initials.
- Proof of payment of federal taxes (941)
 - *Payment date must coincide with the payroll month being reimbursed

• VERIFY EACH BACKUP DOCUMENT IS CORRECT AND COMPLETE

- Bank statement(s) and/or credit card statement(s) and/or account activity printouts from the bank website are provided and include the charges for each operating expense item being claimed for reimbursement
 - *Account activity printouts are **ONLY** acceptable if they clearly show the name of the bank, the district's name as the account owner, and the dates, payee names, and amounts of transactions. Bank name and district name need only appear once per document – they do not have to be visible on every page.

*Check images that are provided as part of the statement(s) and/or printout(s) may be used as documentation as long as they are clearly legible and readable.

*Items that not being claimed for reimbursement or are not required information may be redacted. Pages that do not include any necessary information do not have be included.

- All bills submitted for reimbursement must include the item code number, "OK", the date, the method of payment (i.e., check #, EFT, etc.), and your initials.
- Postage items must include a copy of the check and receipt
- Items that are being reimbursed to an individual must include an invoice billed to the district showing the items being reimbursed OR a completed local reimbursement form with receipt copies

• MAKE SURE THAT

- The timesheet is fully completed, including task descriptions and leave summary information
- Salary items are listed first on the claim with all other item codes in ascending numerical order
- There is a backup document with proper annotations for every item listed on the claim
- The bank or credit card statement clearly shows the district as the account owner and the associated charges being claimed for reimbursement
- The claim form, payroll worksheet(s), and timesheet(s) all have original signatures in blue ink
- The part-time hour tracking worksheet is included along with the payroll worksheet for any unallocated salary being claimed
- No staples have been used
- No items are highlighted
- All barcodes, QR codes, and similar have been marked through with heavy ink
- All pages of the claim are full size sheets of paper (8.5x11)
- A copy has been made for your office files

• DO NOT INCLUDE THE FOLLOWING OR ANY OTHER EXTRANEIOUS ITEMS

- NRCS Performance Worksheet
- Pre-claims
- State Withholding Tax Confirmations
- Annual Leave Request Forms