REIMBURSEMENT REQUEST REVIEW CHECKLIST

Please use this form to assist you in successfully preparing and reviewing your monthly grant reimbursement requests

	REQUIRED COMPONENTS	YES	NO
1	**COVER PAGE**		
	Name of School - Is the name of school provided on the cover page?		
	Begin Date - Is the begin date provided on the cover page?		
	End Date -Is the end date provided on the cover page?		
	Submission Date - Is the submission date provided on the cover page?		
	Signature of school's authorized representative -Has the school's authorized representative signed the cover page?		
2	**REQUEST TAB/PAGE**		
	Name of School- Is the name same as listed on the cover page?		
	Begin Date - Does the begin date match the date on the cover page?		
	End Date - Does the end date match the date on the coverpage?		
	Submission Date - Does the submission date match the date on the cover page?		
	Budget Check Does the budget check say "TRUE"?		
	Budget Amount - Does the "Budget Amount" match the total allocation amount found on budget tab in workbook?		
	Total Amount Requested- Does the "Total Amount Requested" match the amount found at the top of the explanation page?		
3	**REQUEST TAB/PAGE (School Must provide supporting documentation for all expenses listed on this page)**		
	Non-Personnel Expenses		
	Are the expenses allowable?		
	Do the expenses align with the budget narrative?		
	Are the expenses coded to the correct budget line-item?		
	Do the dates for the invoices fall within the award period?		
	Do the dates for the invoices fall within the begin and end date of the reimbursement request period?		
	If only a portion of the total amount of an invoice is charged to the grant, has the school provided details/notes in the submitters comments column?		
	Is there a copy of an invoice included with the supporting documentation for each non-personnel expense claimed?		
	Personnel Expenses		
	Are the personnel expenses coded to the correct budget line-item?		
	Do the payrolll dates align with the supporting documentation included with the reimbursement request?		
	Do the payroll dates fall within the award period?		
	Do the payroll dates fall within the begin and end date of the reimbursement request period?		
	Does the percentage of time claimed on the grant align with the time and effort certification documents?		
	Is appropriate time and effort certifications included in the supporting documentation for each personnel claimed?		
	Are the time and effort certification documents signed after-the-fact (after the time has been committed or after the last date of payroll claimed)?		
	Is correct payroll documentation included in the supporting documentation for each personnel claimed in the request?		
	Does the payroll expenses listed in the "Total Amount Paid Prior to PAR" column align with the expenses listed on the payroll documentation?		
	If fringe benefits are claimed, does the supporting documentaion include verification of those fringe benefits.		
	If only a portion of the salary and fringe benefits is claimed, does the amount in the "Charged to Grant" column align with the percentage listed in the "Percentage" column?		

	Please review payroll documentation for PII. If you see any black it out.		
4	**SUPPORTING DOCUMENTATION**		
	Has the school provided documentation verifying all non-personnel expenses claimed on the grant for the reimbursement request period?		
	Has the school provided documentation supporting all personnel expenses claimed on the grant for the reimbursement request period?		
	Has the school provided appropriate time and effort certifications for all personnel claimed on the grant for the reimbursement request period?		
	If expenses are claimed for outside vendors/contractors, has the school provided contracts or agreements for those vendors?		
	If copies of checks or bank statements are included in the supporting documentation, please remove them from the reimbursement request before processing the request.		
5	**OTHER ITEMS**		
	Please check the budget tab in the excel workbook to ensure it contains the most recent approved budget.		