



Documents Needed as Backup for Reimbursement of Start Up Grants

Special Notes for Submission of Receipts:

- ✓ Submit for reimbursement around every \$30K to \$40K
- ✓ Don't wait until end to submit all receipts at once!

When award notification received:

- ✓ Copy to Carla McMullen, Office of Magnet, Choice and Charter Schools
- ✓ Cover letter to Carla requesting first 25% advance.

Expenditure Report must include:

- All receipts listed in same order as back up documentation
- Date of order/purchase
- Vendor
- Object Code for expenditure aligned with approved Grant Budget
- Amount charged toward grant

All Receipts must include, but not limited to:

- Proof of payment (copy of check, doesn't have to be cancelled check)
- If purchased on credit card, need itemized statement for credit card and proof of payment to that credit card
- Invoice from vendor showing:
 - ✓ Date of order/purchase
 - ✓ Itemized purchases
 - ✓ Total charge without taxes
- Clear copies
- only one copy of each
- use 8 ½ x 11 paper, do not cut or tear

For Freight and Postage, Software, Desktop Computing and hardware, Textbooks, Furniture

- Same as **All Receipts** (above)

For Recruiting and Marketing

- copy of brochure or advertisement
- Same as **All Receipts** (above)

For Staff Training and Development (registration)

- Registration Form showing
 - ✓ Attendee
 - ✓ Training dates
 - ✓ Title of Training
- Same as **All Receipts** (above)

For Materials and Supplies

- Leave audit trail if charges are split between funding sources
- Same as **All Receipts** (above)

For Travel – Hotel

- Itemized receipt
 - ✓ Dates of stay
 - ✓ Zero balance (paid)
- NOTE:** no discretionary charges allowed (food, movies, phone, etc)
- Registration or agenda showing purpose of travel with dates
- Same as **All Receipts** (above)

For Travel – Airfare

- Itemized receipt
 - ✓ Dates of flight
- Registration or agenda showing purpose and dates of travel
- Same as **All Receipts** (above)

For Travel – Car Rental

- Itemized receipt
 - ✓ Clear copy
- Purpose of travel with dates
- Same as **All Receipts** (above)

For Travel – Mileage, Tolls, Gas etc.

- Itemized receipt
 - ✓ Clear copy
- Purpose of travel with dates
- Same as **All Receipts** (above)

For Printing

- NOTE:** only to be used for recruiting purposes
- ✓ Or when specifically spelled out in proposal
- ✓ Show educational purpose
- ✓ Attach copy of printed item if feasible
- ✓ Same as **All Receipts** (above)

When Must I Amend by Budget through DOE?

- ✓ If any budget line is expended by more than \$1000
- ✓ Must complete the DOE150 with Original Signature
- ✓ Must complete the DOE151
- ✓ After Completion, submit originals to Office of Magnet, Choice and Charter Schools for Superintendent's signature
- ✓ If amendment is less than \$25K, Sponsor's board approval is not needed
- ✓ If amendment is more than \$25K, Sponsor's board approval is required

When Can I Amend my Budget Through My Sponsor?

- ✓ If any budget line is expended by less than \$1000
- ✓ Email request to Office of Magnet, Choice and Charter Schools for approval prior to expenditure