

Asset Samples Supporting Documentation Required:

- For each Asset Sample selected please provide the following supporting documentation (if not available, please explain).
 - Asset Requisition, Purchase Order or other purchase authorization
 - Receiving document
 - Purchase invoice
 - Copy of a payment check/pay warrant, check register or other “proof of payment”
 - Capital Outlay List

- **Please also provide the most recently completed physical inventory documenting grant-funded assets purchased under each grant selected for Fiscal Monitoring. - Capital Outlay Sheet**

Payroll Samples Supporting Documentation Required:

For each Payroll Sample selected please provide the following supporting documentation (if not available, please explain).

For each selected employee, regardless if they are a contracted, hourly or substitute employee, please provide a copy of the following:

- Employment contract
- Teaching or other Professional Certification (please black out all SSN #s)
- Time and Effort documentation
- Time sheets that coincide with all pay periods if an hourly employee (including substitutes)
- Notation of the percentage of their pay being paid by this grant and how that amount is calculated
- Notation of all other grant funding source(s)

For **each individual** please submit a payroll journal or payroll summary report for that individual’s 1st, the and last pay period the employee was paid

- If the above pay periods do not correlate with the pay periods the employee worked, please provide the requested information for the pay period(s) in which they actually did work closest to the original pay period chosen.
- If the selected employee was a substitute or was not employed by the District/Charter during one of the chosen pay periods, please note that and provide a copy of their payroll information for the pay period in which they were employed (for substitute teachers only).
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For any payroll sample that may be an adjusting journal entry, please submit documentation that supports the dollar amount of the item as reported in your Detailed Expenditure Report

Non-Payroll Samples Supporting Documentation Required:

For each Non-Payroll Sample selected please provide the following supporting documentation (if not available, please explain).

- **For each non-personnel expenditure please provide a copy of the following:**
 - Requisition and/or Purchase Order
 - Invoice
 - Copy of original receipts
 - Packing slips and/or receiving documents
 - Copy of a payment check/pay warrant, check register or other “proof of payment”

- **For Purchased Professional Services expenditures:**
 - A copy of the District’s/Charter School’s contract with the consultant and/or company providing the purchased service (for example, speaker, therapist, etc.). The contract should clearly state:
 - The services contracted
 - The amount charged (for example charges per hour, per student, etc.)
 - Dates of the contract term

- **General Use Stores / Travel Expenditures:**
 - For any purchases made at general use stores (such as grocery stores, Wal-Mart, Target, Best Buy, etc.) to purchase food and/or candy, soda, office supplies or electronics, please explain the purpose and intent of purchasing these types of items.
 - For field trips please include an explanation of the purpose and intent of the trip and how it serves the grant program

- **For Travel, Conference or Hospitality expenditures please include:**
 - Travel Claim form
 - Travel authorization
 - Copy of the conference or training program indicating the intent of the conference
 - For non-conference/training travel, please include an explanation of the purpose of the travel

- **Grants Management:**
 - Single Audit
 - Interest (LEA allowed to keep \$500 and must return overage)