

Title I Parent Involvement

Checklist for Invoice Payments and Reimbursements

This checklist must accompany all requests for payments and reimbursements.

School _____

Title of Event _____

Date of Event _____

- Voucher Certification Form
 - * Include Explanation or Title of Event/Activity
 - * Reimbursements/payments to the same person or vendor can be reported on the same voucher

- Meeting Agenda
- Meeting Sign-in Sheets (not visitor sign-in sheets)
- Copy of Cancelled School Check, or Bank Statement (if applicable)
- Vendor Invoice (if applicable)
- Receipts (Original or Legible Copies)
 - * The receipt should detail the items purchased
- Approved Contract (Consultant Service Agreement)
 - ❖ **A 'Consultant Service Agreement' is required for all contractors/consultants (such as speakers or workshop presenters). The contractor/consultant will not be paid without an approved contract.**
- Requests for reimbursements or payment of invoices should be submitted within two weeks of the event. If received after the deadline, a justification for why it is late is required.

Family Community Specialist

Date