



FINANCIAL MANAGEMENT OFFICE

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.

Family Community Specialist

Date