

Expenditure Documentation Checklist

Pre-Reimbursement Verification Tool

Project Name: _____ Invoice/Payment #: _____

Required Documentation by Expense Type

Expense Type	Required Documents	Verification Steps
Construction Contract Payment	<input type="checkbox"/> Approved pay application <input type="checkbox"/> Certified payroll <input type="checkbox"/> Progress photos <input type="checkbox"/> Change order (if applicable)	<input type="checkbox"/> Lien waiver received <input type="checkbox"/> Davis-Bacon compliance verified <input type="checkbox"/> Retainage calculated
Professional Services	<input type="checkbox"/> Detailed invoice <input type="checkbox"/> Time records/hours <input type="checkbox"/> Contract in file	<input type="checkbox"/> Scope verification <input type="checkbox"/> Rate matches contract <input type="checkbox"/> Deliverable received
Equipment Purchase	<input type="checkbox"/> Vendor quote/invoice <input type="checkbox"/> Proof of competitive pricing <input type="checkbox"/> Receiving documentation	<input type="checkbox"/> BABA certification <input type="checkbox"/> Inventory tagged <input type="checkbox"/> Useful life documented
Materials/Supplies	<input type="checkbox"/> Invoice with itemization <input type="checkbox"/> Packing slip/delivery receipt <input type="checkbox"/> Price comparison	<input type="checkbox"/> AIS certification (if applicable) <input type="checkbox"/> Stored properly <input type="checkbox"/> Used for project
Travel Expenses	<input type="checkbox"/> Approved travel request <input type="checkbox"/> Receipts for all costs <input type="checkbox"/> Per diem documentation	<input type="checkbox"/> Business purpose stated <input type="checkbox"/> Mileage log (if applicable) <input type="checkbox"/> Within federal rates

Final Verification

- All required documents attached
 Math verified
 Authorized signature obtained
 Cost is allowable under grant
 Within budget category
 Filed in correct folder

Reviewed By: _____ Date: _____

