** Please check off as all information has been gathered and keep this cover sheet with documentation

Race to the Top

(Coversheet)

NON-PAYROLL EXPENDITURES

For the non-personnel expenditures, we will need you to provide the following supporting documentation for the items chosen for further review (if not available, please explain) this includes the detail for **Journal entries** as well:

☐ Requisition

☐ Invoice

☐ Copy of original receipts and/or packaging slip

☐ Purchase order

☐ Cancelled checks or copy of check

6300 Object code expenditures

☐ For Professional services a copy of the District/Charter's contract with the consultant and/or company providing the purchased professional service (ex: speaker, therapist, contracted bus service company)--this contract should clearly state:

1) The services contracted
2) The amount charged per unit (most likely per hour)
3) The individual(s)/student(s) provided the services and
4) The 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, electronics or office supplies, ***we ask that you include a letter on district/charter letterhead that explains the purpose and intent of purchasing these types of items.*** An example might include the purchase of food for a Life Skills class to follow a recipe for making a meal.

☐ Field trips we ask that you include a letter on district/charter letterhead that explains the purpose and intent of the trip.

Travel, Conference and Hospitality Expenses documentation will need to include:

☐ Travel claim form

☐ Travel authorization

☐ Copy of the conference program indicating the intent of the conference.

If travel was not to attend a conference we ask that you include a letter on district/charter letterhead that explains the purpose and intent of the trip.