

Pike Road Schools Federal Programs - Federal Funds Expenditure Documentation Requirements

Requisition Type	Required Documentation
Purchase Requisitions	<ul style="list-style-type: none"> • Vendor Number <ul style="list-style-type: none"> ○ (If vendor number must be created, a request must be submitted to Jennifer Kelly in Purchasing and include a copy of the company's W9). • Copy of quote or proposal • Copy of shopping cart if it is a digital order
Travel Expense Reimbursements	<ul style="list-style-type: none"> • Copy of signed, approved PD Leave Form • Copy of Conference/Activity Agenda • Copy of map that displays distance and mileage • PRs Expense Reimbursement Request Form - Include all that are applicable. <ul style="list-style-type: none"> ○ Copy of original, itemized invoices and receipts to include: <ul style="list-style-type: none"> ▪ Copy of registration receipts ▪ Copy of incidental receipts ▪ Copy of other allowable expense receipts <p>Copies of trip expenses and required documentation must be submitted to Federal Programs.</p>
Meal Expense Reimbursements	<ul style="list-style-type: none"> • Copy of signed, approved PD Leave Form • PRs Expense Reimbursement Request Form - Include all that are applicable and submit after travel. <ul style="list-style-type: none"> ○ Copy of original, itemized invoices and receipts ○ Copy of each meal receipt ○ Please note that employees receive up to \$40/day for meal reimbursements. ○ \$10 breakfast, \$15 lunch, \$15 dinner
Contract Staffing paid with Title Funding (Instructional Aides, Title I Teachers, Interventionists, etc.)	<ul style="list-style-type: none"> • ALSDE Certification documentation or Work Keys • All non-certified staff must have a substitute license • Completed Background Check • Copy of work schedule submitted to Federal Programs