

EXPENDITURE WORKSHEET (page 1)

Date	Item Entry Vendor or Payee	Check # (receipt must be attached)	Cash Receipt # (must be signed by Payee and must be attached)	Cost of Food	Cost of Milk	Administrative Labor (must have time sheet with time in and out to match)	Operational Labor (must have time sheet with time in and out to match)	Payroll Taxes and Workers Comp Ins.	Non Food Supplies	Rental of Facility	Rental of Equipment

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Em ployee's Signa tu re

Date

EXPENDITURE WORKSHEET (page 2)

Date	Item Entry Vendor or Payee	Check # (receipt must be attached)	Cash Receipt # (must be signed by Payee and must be attached)	Utilities	Transportation of Children/meals	Office (Maintenance, Rental)	Mileage (for monitoring and reviews)	Audit and Legal Fees	Communication (postage, phone; Cell phone must not be used for personal use and in organization's name)	Publication Fee (cost of ad in newspaper, signage, flyers, etc.)	Other (must specify)

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Employee's Sign ature

Date

Cash Expenditures Log

Date	Item Entry Vendor or Payee	Cash Receipt # (must have receipts from vendor or payee to match this log)	Purpose of Cash Withdrawal	Cost of Food	Cost of Milk	Non Food Supplies

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Employee's Signature

Date

Cash Receipts Log

Any cash received should be receipted to the person giving the cash on a duplicate, pre-numbered receipt, and the receipt book should be kept as backup for this log. All monies received should be deposited in the SFSP account and bank receipt also kept to be validated along with this log.

Date	Source of Cash Received	Cash Receipt # (Must have receipts from vendor or payee to match this log)	Purpose of Receipt

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Employee's Signature

Oklahoma State Department of Education
January 2016

Date

CASH RECEIPTS-EXPENDITURES LOG

Date	Item Entry Vendor or Payee	Check # (receipt must be attached)	Cash Receipt # (must be signed by payee and must be attached)	Cost of Food	Cost of Milk	Administrative Labor (must have time sheet with time in and out to match)	Operational Labor (Must have time sheet with time in and out to match)	Payroll Taxes and Workers Comp Ins.	Non Food Supplies	Rental of Facility	Rental of Equipment

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Employee's Signature

Date