

# Oklahoma Schools COVID-19 Prevention - Project 723

## DISTRICT CLAIMS CHECKLIST

### CHECKLIST INSTRUCTIONS:

Project 723 Grantees must use the District Claims Checklist to help prevent districts' claims from being rejected and decrease delays in receiving a reimbursement check.

Reporting Period (first day of month, last day of month)

**Project No:** 723 ; **Name:** OK Schools COVID-19 Prevention

Signature by Superintendent or Authorized Representative

**Fiscal Year Budgeted** shows the total amount district been awarded

**Beginning Approved** (Budgeted) Balance Matches Budget Detail

Order Date (**date of P.O.**) must occur before Warrant Date (**date paid**)

Payments made with district credit cards (aka Payment Agents) must have each vendor name listed. Example: Visa/Holiday Inn

Verify invoices:

- Are clear, legible, and in order (SER, DER, supporting documents)

- Match Summary and Detailed Expenditure Reports (SER/DER)

- Include PO No and Project No that are visibly written

- Indicate which charges are coded to Project 723 on documents

- Have site codes that match both GMS and SPR

- Reflect vendor names that match expenditure reports

Confirm all Personnel is validated in SPR

Ensure a contract and W-9 Form is included for any contract services

Ensure all supporting documents are included with each claim

SER/DER and supporting documents are in one report