

District Quarterly Report Checklist

<p>Fund 02 Personnel</p> <p>(Tracking Codes Required)</p>	<ul style="list-style-type: none"> • Entire quarter is on one Employee Earnings Record (EER) sheet If paying two different pay rates in the same payroll, the hours and each pay rate need to be on two separate lines Correct version of EER if Performance Funding is used All applicable columns completed Attachment – EER required. Payroll paystub or documentation (not required but encouraged)
<p>Fund 03 Indirect</p> <p>(Tracking Codes Required)</p>	<ul style="list-style-type: none"> • HEALTH INSURANCE - Missouri Consolidated Health Care (MCHCP) Amount paid for state portion is correct If using tracking codes for liabilities in payroll transaction, use the same ones when paying insurance and taxes Completed box on EER for each fund and employee portions Attachment – Due Date on Invoice attached is the same month being paid • RETIREMENT – Completed box on EER for each fund and employee portions Attachments -Invoices/receipts for correct date paid
<p>Fund 04 Administrative</p>	<ul style="list-style-type: none"> • EMPLOYEE TRAVEL/TRAINING – Tracking Codes required for 04-526. Attachments – Reimbursement Claim Form, training agenda, other eligible invoices, registrations and itemized paid receipts Form includes From/To and Purpose Equipment mileage paid from local funds Mileage paid above state rate is paid from local funds Meal reimbursement from the state follows state per diem rate for location of meeting Meals claimed only if in 12-hour travel status unless there is an overnight stay (See below) Lodging reimbursement paid at state or conference rate (no sales tax paid) Claim form signed by employee and board member prior to check being written Agenda and list of attendees attached for other expenses for board meeting or district events (Board minutes can be in lieu of agenda and list of attendees) Fuel receipts and vehicle log attached if reimbursement for truck fuel • VEHICLE EXPENSE – Paid to employee, WEX, credit card, repair shop or other business Attachments – Fuel receipts, vehicle log, WEX payments includes invoice and activity report, other invoices for repairs, car wash, supplies or equipment • SUPERVISOR TRAVEL/TRAINING Attachments – Same as employee for Reimbursement Claim Form (Tracking code not required but if one is used, all board members must have one) • BOARD MEETING EXPENSE Attachments – Itemized receipt shows business name and date purchased for meals or other food, agenda and list of attendees or board minutes. Reimbursement Claim form if purchased by employee or board member. Credit card statement & signed certification if charged with UMB card.

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	<ul style="list-style-type: none"> • OFFICE/COMPUTER SUPPLIES OR OFFICE/COMPUTER EQUIPMENT Item is a supply if it is a consumable. Equipment is generally a one-time purchase. No cleaning supplies or janitorial unless stand alone office.
	<ul style="list-style-type: none"> • CREDIT CARD PAYMENTS Attachments – Credit Card statement showing individual purchases, itemized invoices/receipts, vehicle log (fuel), training agenda (hotel, registrations, meals), board agenda & list of attendees or board minutes (board expense), event program agenda & list of attendees (items purchased for district event), credit card certification signed by cardholder & board member with UMB card
	<ul style="list-style-type: none"> • SPONSORSHIPS - NOT DONATIONS Check must be made to a Vendor and for a tangible item. Attachments – Itemized paid receipt/invoice from Vendor, program agenda & list of attendees
Other	<ul style="list-style-type: none"> • Sales Tax – No Missouri sales tax paid on purchases or it is paid with local funds • Unusual Purchase Requests – If Program Office approval received, attach copy with the transaction • DO NOT Delete Tracking Codes • Out of State Travel/Training – Prior Program Office approval is required and attached for all applicable transactions • Lodging Rates - Lodging reimbursement paid at state or conference rate (no sales tax paid), lodging, occupancy or resort tax is allowed with state funds • Meals – Meals are allowed for the per diem amount if not included in conference registration. If the employee stayed overnight or was in 12 hour travel status, meals may be claimed with state funds. Reimbursement cannot be made if employee decides not to eat the conference meal. (Mark an X in the 12-Hour Travel column on the Reimbursement Claim form.) The following guidelines are to be followed: <i>Breakfast</i> – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until the employee returns. <i>Lunch</i> – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until the employee returns. <i>Dinner</i> – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until the employee returns. • Fiscal Year expenses with a reimbursement claim form before June 30th are paid with state funds or paid with local funds after July 1st.