

Beydler, Van

To: Stockman, Tina
Subject: RE: Quarterly Report

From: Stockman, Tina <tina.stockman@dnr.mo.gov>
Sent: Monday, September 30, 2019 5:33 PM
To: Beydler, Van <van.beydler@dnr.mo.gov>
Subject: FW: Quarterly Report

FYI – one ready to be posted.

Thank you,

Tina Stockman
Soil & Water Conservation Program
Department of Natural Resources
(573) 751-4932

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.

From: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>
Sent: Thursday, September 26, 2019 9:05 AM
To: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>; DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>
Cc: DNR.SWC Staff <dnr.swcstaff@dnr.mo.gov>
Subject: RE: Quarterly Report

Good Morning,

Beginning in October, SWCDs will start to submit their quarterly report through the new financial tracking system. Below are new guidelines for submitting your quarterly report.

1. Submit the quarterly report electronically through the financial tracking system only. The process for submitting the quarterly report can be found in the financial manual on Page 4.
2. The quarterly report cover sheet does not have to be submitted.
3. For meal expenses attach the receipt, agenda and list of attendees as the image to the transaction.
4. If your SWCD has a vehicle, attach the vehicle logs with the gas receipts as the image to the transaction.

5. For payroll expenses, attach an Employee Earnings Record as documentation. You can either attach an EER sheet as the image with just the corresponding payroll transaction or you can attached an EER sheet for the entire quarter to each payroll transaction.

Please bear with us as we work through the new process. If you have any questions please contact your district coordinator.

Thank you.

Soil & Water Conservation Program

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