

## SSF EXPENDITURE REPORT CHECKLIST

Please complete and submit this checklist when submitting each SSF Grant reimbursement request.

When submitting via email (the preferred method), please consider the following:

- Document scans must be legible with images not “cut off.”
- Scan in grayscale rather than color and use a reasonably low resolution to control file size.
- Combine all documents into one PDF file (or as few as possible) in the order presented below.

### Institute Template Forms

- SSF Grant Expenditure Report → Invoice No: \_\_\_\_\_

### SSF Grant Awardee Documentation

- Submission Letter** – provide a brief summary of expenditures being submitted.  
A summary spreadsheet and any notes to provide clarity may also be helpful. Also, when submitting the last expenditure report, include a one page **Final Expenditure Narrative** briefly describing the full expenditure of SSF grant funds and how those funds benefited the school.
- Disbursement Journal** - accounting system report of checks and/or wires from school’s bank account.  
For credit card purchases, also provide credit card bill and proof of payment.  
Report should include the following for checks:
- Check number
  - Check date
  - Name of vendor / payee
  - Total check amount
  - SSF amount
  - Memo / description of expense
  - SSF budget category
- Canceled check images** (front and back).  
If a canceled check image is unavailable, submit an image of the check/stub copy and bank documentation that indicates the check has cleared.
- Photographs of completed work** – *must be submitted by the last day of SSF Grant Term (July 31, 2018).*

### Vendor Invoices

“Detailed” invoices should be submitted rather than simple billing statements of amount due. If additional charges are on an invoice for which reimbursement is NOT being requested, please indicate which charges are for “SSF” items.

- Vendor Detailed Invoice(s)** (services/materials purchased directly).
- Contractor Detailed Invoice(s)** with numbered line items where reimbursement is requested for work performed by subcontractors.
- Sub-contractor detailed invoice(s)** should be numbered to match the line item(s) marked on contractor’s invoice per above.
- Proof of payment from contractor to subcontractor** (Cancelled check or lien release)
- Letter of Attestation from Contractor** - for amounts NOT attributable to subcontractors (e.g. contractor’s own labor, materials, overheads, etc.)