



## Required Documentation for Reimbursement - Updated July 2025

The following documents are required for expenditure and reimbursement for all federal program expenditures. Schools must maintain adequate supporting documentation for the expenditures it makes under federal grant awards.

**Expenditure Prior-Approval:** All expenditures must follow the appropriate prior-approval process before any goods/services are purchased, including, but not limited to, procurement, purchase order, contract, etc. All schools seeking reimbursement must submit applicable prior-approval documentation that was processed prior to purchase via Smart Fusion. Procurement levels listed within are those adopted by the Charter Institute Board as of January 2022. Schools were expected to adopt these updated policies as of April 2022.

**Expenditure Payment/Reimbursement:** All expenditures must follow the appropriate payment and reimbursement process after goods/services are received/rendered in order to obtain reimbursement, including, but not limited to, invoice, proof of payment, etc. All schools seeking reimbursement for paid expenditures will need to submit applicable reimbursement documentation via Smart Fusion.

When planning for federal grant activities and incurring federal grant expenditures, please review the required documentation that must be submitted/retained. Please view hyperlinks for applicable examples/templates.

Activity	SmartFusion Submission Items must be submitted via Smart Fusion and are required to process reimbursement.	Let's Work Smart Submission Items must be submitted via Let's Work Smart and are required to process reimbursement.	School Records Items must be retained and filed at the school-level and will be reviewed by the Institute through monitoring.
<b>Salaries/Benefits (Object Code: 100 and 200)</b>			
<b>Salary/Benefits for Employees</b>	1. Payroll Register 2. General Ledger posting with account number breakdown 3. <a href="#">Salary Cover Sheet</a> (LINK) or highlighting of Payroll Register with notes of what is being claimed 4. (As applicable) Time and Effort Certification - PARs (PARs will not be collected in LWS)	1. Job Description 2. Signed Employee Agreement/Contract w/ annual salary 3. Schedule from PowerSchool, as applicable 4. Time and Effort Certification - Semi-Annuals 5. Benefits broken out in Google	
<b>Salary/Benefits for After School, Summer School, etc. (for outside employees)</b>	1. Payroll Register 2. General Ledger posting with account number breakdown 3. Time sheet or log	1. Benefits broken out in Google, if applicable 2. Signed Additional Employee Agreement/Contract 3. Additional Work Certification	
<b>Salary for Substitutes</b>	1. Payroll Register 2. General Ledger posting with account number breakdown 3. Schedule or Record of Teacher(s)/Class(es) Covered 4. Substitute Policy and/or Agreement Letter		
<b>Stipends (Object Code: 100 and 200)</b>			
<b>Stipends for Professional Development (for attending outside of contracted hours)</b>	1. Agenda 2. Payroll Register 3. General Ledger posting with account number breakdown 4. Sign-in sheet	1. Benefits broken out in Google 2. Additional Employee Agreement/Contract (if providing PD) 3. Additional Work Certification 4. Stipend Methodology Policy (include details on work that must be completed to receive the stipend outside of contracted hours)	
<b>Stipends for Additional Work (After-school, Summer School, etc.) (for additional pay for school employees)</b>	1. Payroll Register 2. General Ledger posting with account number breakdown 3. Time sheet or log	1. Benefits broken out in Google 2. Additional Employee Agreement/Contract 3. Additional Work Certification 4. Stipend Methodology Policy (include details on work that must be ocompleted to receive the stipend)	
<b>Stipends for Financial Incentive</b>	1. Payroll Register 2. General Ledger posting with account number breakdown  Additional Required Documents:  <u><a href="#">Stipend for Record of Increasing Academic Achievement</a></u> 1. Document with teacher name, SLO/goal, actual result, and met/not met. (LINK)  <u><a href="#">Stipend for Recruitment or Retention Bonus</a></u> 1. Recruitment Letter/Notice Advertising Bonus 2. Signed work agreement/contract	<u><a href="#">Stipend for Record of Increasing Academic Achievement</a></u> 1. Stipend Methodology Policy (include details on work that must be ocompleted to receive the stipend) 2. Benefits broken out in Google 3. Time and Effort  <u><a href="#">Stipend for Recruitment or Retention Bonus</a></u> 1. Stipend Methodology Policy (include details on work that must be completed to receive the stipend) 2. Benefits broken out in Google 3. Time and Effort	<u><a href="#">Stipend for Record of Increasing Academic Achievement</a></u> 1. Supporting Assessment Documentation
<b>Stipends for Mentors</b>	1. Payroll Register 2. General Ledger posting with account number breakdown 3. Mentor logs signed by mentor and mentee	1. Benefits broken out in Google 2. Additional work certification 3. Stipend Methodology Policy (include details on work that must be completed to receive the stipend)	

**Contracted and Purchased Services (Object Code: 300)**

<p><b>Contracted Services:</b>                  o Contracted employees paid through accounts payable                  o Professional development providers                  o Software licenses</p>	<ol style="list-style-type: none"> <li>1. Procurement Documentation (see below)</li> <li>2. <a href="#">Signed Purchase Order Request</a> (2 signatures of approval beyond employee requesting)</li> <li>3. Copy of Signed Contract</li> <li>4. Agenda (for Professional Development)</li> <li>5. Invoice with dates of service</li> <li>6. Proof of Payment (ex. check copy or credit card receipt with bank statement)</li> </ol> <p>o Procurement Supporting Documentation (MUST be prior to Purchase Order)</p> <table border="0"> <tr> <td><u>If under \$10,000.00:</u></td> <td><u>\$10,000.01 to \$25,000:</u></td> <td><u>\$25,000.01 to \$50,000:</u></td> <td><u>\$50,000.01 or more:</u></td> </tr> <tr> <td>o Quote</td> <td>o Copy of 3 quotes</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval</td> </tr> </table> <p>o For State contract (if applicable):</p> <ol style="list-style-type: none"> <li>1. State contract vendor number on PO</li> <li>2. Record of specific item(s) on active contract listing (Please note some contracts are only approved for specific makes/models of items.)</li> </ol> <p>*Amounts are total per vendor                  STATE EXEMPTIONS DO NOT APPLY FOR FEDERALLY-FUNDED EXPENDITURES.</p>	<u>If under \$10,000.00:</u>	<u>\$10,000.01 to \$25,000:</u>	<u>\$25,000.01 to \$50,000:</u>	<u>\$50,000.01 or more:</u>	o Quote	o Copy of 3 quotes	o Copy of RFP o Proof of posting RFP o Copy of all received proposals	o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval		
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<p><b>Contracted Services for Graduate Coursework or Certification Exams</b></p>	<ol style="list-style-type: none"> <li>1. Procurement documentation (see below)</li> <li>2. Signed Purchase Order Request (2 signatures of approval beyond employee requesting)</li> <li>3. Invoice</li> <li>4. Proof of Payment from the school to the individual or college (ex. Check copy or credit card receipt with bank statement)</li> <li>5. Transcript, certificate or score report showing successful completion</li> </ol> <p>o Procurement Supporting Documentation (MUST be prior to Purchase Order)</p> <table border="0"> <tr> <td><u>If under \$10,000.00:</u></td> <td><u>\$10,000.01 to \$25,000:</u></td> <td><u>\$25,000.01 to \$50,000:</u></td> <td><u>\$50,000.01 or more:</u></td> </tr> <tr> <td>o Quote</td> <td>o Copy of 3 quotes</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval</td> </tr> </table> <p>o For State contract (if applicable):</p> <ol style="list-style-type: none"> <li>1. State contract vendor number on PO</li> <li>2. Record of specific item(s) on active contract listing (Please note some contracts are only approved for specific makes/models of items.)</li> </ol> <p>*Amounts are total per vendor                  STATE EXEMPTIONS DO NOT APPLY FOR FEDERALLY-FUNDED EXPENDITURES.</p>	<u>If under \$10,000.00:</u>	<u>\$10,000.01 to \$25,000:</u>	<u>\$25,000.01 to \$50,000:</u>	<u>\$50,000.01 or more:</u>	o Quote	o Copy of 3 quotes	o Copy of RFP o Proof of posting RFP o Copy of all received proposals	o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval		<p>o If reimbursing employee, proof of payment from the individual to the seeking reimbursement</p>
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<b>Travel (Object Code: 300)</b>											
<p><b>Travel for Attending Professional Development and Conferences (ex. Registration, Lodging, Mileage, Per Diem, etc.)</b></p>	<ol style="list-style-type: none"> <li>1. <a href="#">Travel Pre-Authorization Form</a> (LINK) estimating costs of registration, lodging, airfare, per diem, etc.</li> <li>2. Detailed Agenda</li> <li>3. Map (for mileage if applicable)</li> <li>4. All applicable invoices (such as lodging invoices with \$0 balance, registration invoice, airfare invoice, checked bag receipt, etc.)</li> <li>5. <a href="#">Travel Reimbursement Form</a> (LINK)</li> <li>6. Proof of Payment (ex. Check copy or credit card receipt with bank statement)</li> </ol>		<p>o Quotes to support Travel Pre-Authorization (hotel, air fair, mileage, per diem, registration, etc.)</p>								

**Supplies and Materials (Object Code: 400)**

<p><b>Instructional Supplies, Technology, and/or Equipment</b></p>	<p>1. Procurement documentation (see below)                  2. <a href="#">Signed Purchase Order Request</a> (2 signatures of approval beyond employee requesting)                  2. Invoice                  3. Proof of Payment (ex. Check copy or credit card receipt with bank statement)                  4. Proof of delivery (packing slip, photo of item with signature, signature on invoice with date "RECEIVED")</p> <p><u>For non-consumable items that exceed \$2,500 (\$500 CTE) and any technology items regardless of cost:</u>                  1. Completed Equipment Inventory (School's Google Sheet)</p> <p><u>For applicable items that exceed \$5,000.00:</u>                  Items should be tracked on school's Fixed Asset documentation.</p> <p><u>o Procurement Supporting Documentation (MUST be prior to Purchase Order)</u></p> <table border="0"> <tr> <td><u>If under \$10,000.00:</u></td> <td><u>\$10,000.01 to \$25,000:</u></td> <td><u>\$25,000.01 to \$50,000:</u></td> <td><u>\$50,000.01 or more:</u></td> </tr> <tr> <td>o Quote</td> <td>o Copy of 3 quotes</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval</td> </tr> </table> <p><u>o For State contract (if applicable):</u>                  1. State contract vendor number on PO                  2. Record of specific item(s) on active contract listing                  (Please note some contracts are only approved for specific makes/models of items.)</p> <p>*Amounts are total per vendor                  STATE EXEMPTIONS DO NOT APPLY FOR FEDERALLY-FUNDED EXPENDITURES.</p>	<u>If under \$10,000.00:</u>	<u>\$10,000.01 to \$25,000:</u>	<u>\$25,000.01 to \$50,000:</u>	<u>\$50,000.01 or more:</u>	o Quote	o Copy of 3 quotes	o Copy of RFP o Proof of posting RFP o Copy of all received proposals	o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval		
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<p><b>Parenting Supplies</b></p>	<p>1. Procurement documentation (see below)                  2. Signed Purchase Order Request (2 signatures of approval beyond employee requesting)                  3. Invoice                  4. Proof of Payment (ex. Check copy or credit card receipt with bank statement)                  5. Proof of delivery (packing slip, photo of item with signature, signature on invoice with date "RECEIVED")                  6. Advertisement of PFE event                  7. Sign-in sheet(s) with at least person's name and role</p> <p><u>o Procurement Supporting Documentation (MUST be prior to Purchase Order)</u></p> <table border="0"> <tr> <td><u>If under \$10,000.00:</u></td> <td><u>\$10,000.01 to \$25,000:</u></td> <td><u>\$25,000.01 to \$50,000:</u></td> <td><u>\$50,000.01 or more:</u></td> </tr> <tr> <td>o Quote</td> <td>o Copy of 3 quotes</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval</td> </tr> </table> <p><u>o For State contract (if applicable):</u>                  1. State contract vendor number on PO                  2. Record of specific item(s) on active contract listing                  (Please note some contracts are only approved for specific makes/models of items.)</p> <p>*Amounts are total per vendor                  STATE EXEMPTIONS DO NOT APPLY FOR FEDERALLY-FUNDED EXPENDITURES.</p>	<u>If under \$10,000.00:</u>	<u>\$10,000.01 to \$25,000:</u>	<u>\$25,000.01 to \$50,000:</u>	<u>\$50,000.01 or more:</u>	o Quote	o Copy of 3 quotes	o Copy of RFP o Proof of posting RFP o Copy of all received proposals	o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval		
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<p><b>Professional Development Supplies</b></p>	<p>1. Procurement documentation (see below)                  2. Signed Purchase Order Request (2 signatures of approval beyond employee requesting)                  3. PD Agenda                  4. Invoice                  5. Proof of Payment (ex. Check copy or credit card receipt with bank statement)                  6. Proof of delivery (packing slip, photo of item with signature, signature on invoice with date "RECEIVED")                  7. PD Sign-in Sheet</p> <p><u>o Procurement Supporting Documentation (MUST be prior to Purchase Order)</u></p> <table border="0"> <tr> <td><u>If under \$10,000.00:</u></td> <td><u>\$10,000.01 to \$25,000:</u></td> <td><u>\$25,000.01 to \$50,000:</u></td> <td><u>\$50,000.01 or more:</u></td> </tr> <tr> <td>o Quote</td> <td>o Copy of 3 quotes</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals</td> <td>o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval</td> </tr> </table> <p><u>o For State contract (if applicable):</u>                  1. State contract vendor number on PO                  2. Record of specific item(s) on active contract listing                  (Please note some contracts are only approved for specific makes/models of items.)</p> <p>*Amounts are total per vendor                  STATE EXEMPTIONS DO NOT APPLY FOR FEDERALLY-FUNDED EXPENDITURES.</p>	<u>If under \$10,000.00:</u>	<u>\$10,000.01 to \$25,000:</u>	<u>\$25,000.01 to \$50,000:</u>	<u>\$50,000.01 or more:</u>	o Quote	o Copy of 3 quotes	o Copy of RFP o Proof of posting RFP o Copy of all received proposals	o Copy of RFP o Proof of posting RFP o Copy of all received proposals o School board approval		
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