

TAACCCT Invoice Approval Checklist

Month/Year:

INVOICE #

Vendor:

Cost Reimbursement Sheet:

- ☐ Month & Invoice number correct
- ☐ Reviewed column A – budget amount correct (1st year)
- ☐ Reviewed column B – previous amounts correct
- ☐ Reviewed column C – current salaries, fringe benefits & expenses
- ☐ Original signatures (Preparer & Manager/Director)

Itemized Detail Sheet:

- ☐ Salaries listed separately – Name, Position & Monthly amount
- ☐ Fringe Benefits – totals correct for all employees
- ☐ Operating Expenses – current monthly expenses listed & subtotals correct
- ☐ Total expenses – calculations correct

Documentation support:

- ☐ Payroll register/screen provided for each employee
- ☐ Fringe benefits – employer share provided for each employee
- ☐ Equipment – focus on type purchased via narrative detail of college
 - Proof of receipt from college
- ☐ Supplies
 - Debarment review sheet
 - Procurement checklist
- ☐ Travel expenses –
 - Receipts provided – (i.e. lodging, meals, parking, taxi, etc.)
 - Mileage – navigation sheet provided
- ☐ Contracts –
 - Prior approval received from CCP

Additional Documentation:

- ☐ Correspondence clarifying: _____

Submitted by: _____



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