

FEDERAL PROGRAMS
EXPENDITURE REQUEST CHECKLIST

Campus: _____ Vendor/Event: _____

Please use the following as a checklist to ensure that all documentation is present:

ALL REQUISITIONS	v
SBDM AGENDA	
SBDM MINUTES	
SBDM SIGN-IN SHEET	
C.I.P.	
CNA	
SBDM INFORMATION (Note on bottom of requisition)	
Printed vendor page showing the vendor is an approved vendor of a Purchasing Coop. i.e., Goodbuy, Buyboard, etc. (If vendor is not on Skyward, a <i>Vendor Add Form</i> accompanied by the vendors' W-9 must be submitted to Business Office).	
EACH REQUISITION MUST CONTAIN THE FOLLOWING INFORMATION:	
VENDOR NAME	
ADDRESS	
PHONE & FAX #	
REQUESTOR	
PRINCIPAL'S SIGNATURE	
WHAT BUDGET; i.e., Title I, Migrant, etc.	
VENDOR (Note Procurement-List name of Purchasing Coop. used)	
QUANTITY	
STOCK NUMBER	
DESCRIPTION	
PRICE-(Include shipping & discount)	
REQUEST TO TRAVEL	
OUT-OF-DISTRICT TRAVEL FORM	
CONFERENCE AGENDA	
CONFERENCE REGISTRATION	
HOTEL REGISTRATION	
MILEAGE REIMBURSEMENT CHART	
LIST OF STUDENTS (if student travel)	
LESSON PLAN (if student travel)	
PAYROLL	
JOB DESCRIPTION ADDENDUM	
PERSONNEL RECOMMENDATION FORM	
FEDERAL PAYROLL REPORTING FORM COVERSHEET	
EMPLOYEE TIME SHEET	
STUDENT SIGN-IN SHEET	
FIXED ASSETS	
REQUEST FOR CAPITAL OUTLAY 6600 FORM (Capital Outlay Questions)	
CAPITAL OUTLAY SPREADSHEET (Equipment/Software - \$4999 or Less)	
CAPITAL OUTLAY SPREADSHEET (Equipment/Software - \$5000 or More)	

APPROVED: _____ DISAPPROVED: _____ DATE: _____