|  |  |
| --- | --- |
| **Items for Review** | **Verified?** |
| 1. Amount does not exceed Environmental Exemption or Release of Funds for activities noted in GIOS
 | Yes [ ]  No [ ]   |
| 1. Amount requested is above $1,500 (unless prior written permission)
 | Yes [ ]  No [ ]   |
| 1. No more than 2 requests has been submitted in month (unless prior written permission)
 | Yes [ ]  No [ ]   |
| 1. RFP signed (authorization by signature card confirmed by finance)
 | Yes [ ]  No [ ]   |
| 1. Information stored in GIOS is the same data on uploaded version (i.e. requested amount, activities, timeframe, project status)
 | Yes [ ]  No [ ]   |
| 1. Summary Sheet (if RFP includes multiple employees or invoices; should total the amount being requested)
 | Yes [ ]  No [ ]   |
| 1. Supporting Documents:

(No mark-ups, over-costs or cost-plus; only reimburse for the actual costs incurred.) |  |
| * 1. Invoice Number
 | Yes [ ]  No [ ]   |
| * 1. Invoice Date
 | Yes [ ]  No [ ]   |
| * 1. Invoice Amount
 | Yes [ ]  No [ ]   |
| * 1. Project Number/Name
 | Yes [ ]  No [ ]   |
| * 1. Project Description
 | Yes [ ]  No [ ]   |
| * 1. Quantity and Item
 | Yes [ ]  No [ ]   |
| * 1. Price
 | Yes [ ]  No [ ]   |
| * 1. Total
 | Yes [ ]  No [ ]   |
| * 1. if other items are included on same invoice, but only specific items are being requested, are those highlighted or identified clearly
 | Yes [ ]  N/A [ ]   |
| * 1. Grantee’s representative signature or initials on each invoice
 | Yes [ ]  No [ ]   |
| 1. Timesheets (Labor costs include fringe benefits)
 |  |
| * 1. Timeframe (week beginning and week ending)
 | Yes [ ]  No [ ]   |
| * 1. Project Number
 | Yes [ ]  No [ ]   |
| * 1. Description of work performed
 | Yes [ ]  No [ ]   |
| * 1. Number of Hours worked with date and time details
 | Yes [ ]  No [ ]   |
| 1. Information captured in GIOS and PDF matches supporting documents (i.e. total requested amount, activities, timeframe, project status)
 | Yes [ ]  No [ ]   |
| 1. If reimbursement is for acquisition involving administrative settlement, has prior OCD-DRU approval been granted?
 | Yes [ ]  N/A [ ]   |
| 1. If FEMA funds are included, most current FEMA PW’s
 | Yes [ ]  N/A [ ]   |
| 1. If Other Funds are included, identified on request?
 | Yes [ ]  N/A [ ]   |
| 1. Additional Information:
 | Yes [ ]  N/A [ ]   |