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| **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 |