

## Checklist for submitting Conservation District Reimbursement Claim

### When submitting a reimbursement claim make sure that:

- \_\_\_\_\_ The District's name and Vendor I.D. (Federal ID number starts with 73-) are at the top of the claim form.
- \_\_\_\_\_ The claim has been signed in blue ink by the chairman as the "claimant" (bottom left corner of OSF-Form 3).
- \_\_\_\_\_ The claim has been notarized and the proper seal affixed.
- \_\_\_\_\_ The proper item code has been used for each reimbursable item. List on claim in ascending numerical order.

### \_\_\_\_\_ **In the following order, stapled together:**

- \_\_\_\_\_ Payroll worksheet (with original signatures in blue ink)
- \_\_\_\_\_ Daily Activity Timesheet and Leave Record (with original signatures in blue ink)
- \_\_\_\_\_ Invoice or copy of bill for each non-salary item being reimbursed
- \_\_\_\_\_ Proof of payment of federal payroll taxes. Attach one of the following:
  - € Tax Coupon (IRS Form 8109) and copy of check or deposit slip
  - € Copy of Confirmation that taxes were paid on-line

### Have you checked to made sure that:

- \_\_\_\_\_ All invoices and/or bills requesting reimbursement have the following noted on them: "OK", paid with check #, the date and your initials.
- \_\_\_\_\_ Salary items are listed first on the claim with all other item codes listed in ascending numerical order.
- \_\_\_\_\_ You have a copy of everything before mailing to the Commission.