



REIMBURSEMENT CLAIM CHECKLIST (OSF-3)

• VERIFY THE FOLLOWING

- The claim form is typed/electronically completed
- The District's name & FEIN are at the top of the claim form
- The claim has been signed in blue ink by the chairman
- The claim has been notarized and the proper seal affixed
- The proper item code has been used for each claim item
- Payroll items are listed first, followed by other reimbursable items, all in ascending order by item code number

• CLAIM IS ASSEMBLED IN THE FOLLOWING ORDER, PAPERCLIPPED TOGETHER

- Payroll worksheet for each employee (with original signatures in blue ink)
- Timesheet and leave record for each employee (with original signatures in blue ink)
- Invoice or copy of bill with required annotations for each non-salary item
 - *All bills submitted for reimbursement must include the item code number, "OK", check #, the date, and your initials.
 - *Items paid by EFT or Credit Card must include the item code number, "OK", paid by EFT or CC, the date, your initials, and the transaction confirmation number or a copy of the payment confirmation
- Proof of payment of federal taxes (941)
 - *Payment date must coincide with the payroll month being reimbursed

• MAKE SURE THAT

- The timesheet is fully completed, including task descriptions and leave summary information
- Salary items are listed first on the claim with all other item codes in ascending numerical order
- There is a backup document with proper annotations for every item listed on the claim
- The claim form, payroll worksheet(s), and timesheet(s) all have original signatures in blue ink
- No staples have been used
- All pages of the claim are full size sheets of paper (8.5x11)
- A copy has been made for your office files

• DO NOT INCLUDE THE FOLLOWING OR ANY OTHER EXTRANEIOUS ITEMS

- NRCS Performance Worksheet
- Pre-claims
- Copies of checks for bills paid