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