FY24 Invoice Submission Checklist

Documents Section

- ◻ Ensure that you have attached the following documents in the HHS Accelerator documents section.
    1. General ledger - complete the information in each column with the appropriate expense description and retain receipts.

General

- ◻ The first submitted invoice should be Year to Date and subsequent invoices should be submitted on a monthly basis.
- ◻ OCS Staff reserves the right to request additional information such as sign-in sheets, agendas, receipts, etc.
- ◻ **Provide details for all expenses including those under $5,000.**

Personnel Services and Operations and Support

- ◻ **Personnel services** - Add the name of each staff member in each personnel line.
- ◻ **Office supplies** – List each type of good and vendor.
- ◻ **Staff transportation** – all costs – Provide justification along with the number of staff.
- ◻ **Recruitment and advertising** – Provide costs and amounts for brochure/flyers or any other marketing materials.
- ◻ **Client transportation** - Each trip must have the destination/event information, date and number of students/parents/staff.
- ◻ **Client supplies and activities** - Admission fees – list the event name, date, number of students/parents/staff and cost per admission. Supplies – list the type of supplies and their usage.
- ◻ **Client stipends** - Provide the type of work, number of students and cost of each stipend.
- ◻ **Incentive payments/bonus** - Provide the type of incentive and purpose, <u>number of students and the value of each incentive.</u>
- ◻ **Prepared meals & raw food** - For each event provide the event name/type, total food cost and the <u>number of students/staff/parents participating</u>.