A19 & Expenditure detail form -Checklist

Use this checklist to ensure a complete A19 & EDF.

Homework Tips Checklist for Parents

# Set up for success and quick reimbursement

Did I use the most current template for this year?

Does my Transaction Recap for the full month coordinate with the month I submit the A19 for?

Are all the expenditures I am requesting reimbursement for

listed on the Transaction Recap?

Does the amount of Payroll I am requesting reimbursement for match the amount on the Payroll line item, which is towards the bottom on the back of the page of the Transaction Recap? If not, why? Please note why if not.

Do I have supporting documentation for each item I submit for reimbursement?

Does my activity on the EDF give detail? Dates, counts, and what it is? Have you looked at the examples in the instructions to be sure you are providing what is needed? Did you reference the line number from your work plan?

Does my Portal, EDF, and backup documentation all have the same participant count numbers?

Is each backup documentation (invoice, receipt) numbered with the same number coordinating with the EDF Receipt or Billing # it supports?

Did I make notes for anything that may need some explanation?

When a P-card (district credit card) was used, did I enter in each expenditure individually and not lump them into one line-item request for reimbursement?

Did I use the vendor/business name where the P-card was used at as the Vendor and not just writing P-card?

Ex. Walmart, Target, Groovy Gravy Chowder House.

(If it is easier for you, you can enter: P-card – Walmart)

Am I submitting no later than the week of the 25th, or have I emailed WSAC to let them know I am not?

Am I sending the ORIGINAL A19? Is that A19 signed?

If you have questions, please do not hesitate to contact WSAC fiscal staff!