

Washtenaw Intermediate School District  
Federal IDEA Grant Reimbursement Request  
Instructions & Checklist

District: \_\_\_\_\_

**Instructions - Review & complete this checklist and place it on top of request packet.**

**Printed, hard copies are to be mailed or delivered to WISD  
for request packets exceeding 20 pages.**

Requirements and Backup to Include

- \_\_\_ Consistency with approved application/amendment
- \_\_\_ G/L budget figures match approved application by year end
- \_\_\_ YTD G/L sheets, subtotaled at Function Code & Object Code
- \_\_\_ Summarized & detailed G/L for the request period, subtotaled at Function Code & Object Code
- \_\_\_ Copies of invoices, detailed receipts, checks when G/L doesn't include check #s
- \_\_\_ Copies of signed Contracts for Purchased Services
- \_\_\_ Support paperwork for all journal entries or credit card purchases
- \_\_\_ Proof of received items, signed & dated to verify quantities received
- \_\_\_ Description of unclear items and explanation of how items aid student achievement
- \_\_\_ Personnel Activity Reports for multiply-funded staff (reflecting after-the-fact activity distribution; prepared monthly & coinciding with a complete pay period; signed & dated by employee & supervisor)
- \_\_\_ Certifications for 100% federally funded staff signed by supervisor semi-annually
- \_\_\_ Amounts requested don't exceed actual expenditures
- \_\_\_ Written proof of MDE's prior approval for Out-of-state travel
- \_\_\_ Capital Outlay Inventory Log for instructional equipment items costing \$5,000 or more per piece as approved in grant budget

General Ledger Accounts

- \_\_\_ Separate G/L account structure with notation of federal funds within accounts
- \_\_\_ Number coding should be appropriate for the function of the expenditure
- \_\_\_ Total expenditures cannot exceed approved grant budget; co-mingling is not allowed

Send signed forms with required backup to:

Washtenaw Intermediate School District  
**Attn: Elette Collins**  
1819 South Wagner Road  
P.O. Box 1406  
Ann Arbor, MI 48106-1406

For WISD Internal Use Only

1. Grant Coordinator reviews requests and notes any discrepancies. When appropriate, Contact Person will be asked to provide clarification or make corrections.
2. WISD Business Office reviews requests and backup paperwork. Approval date & initials \_\_\_\_\_
3. Grant Coordinator prepares the purchase order.
4. WISD Special Education Director approves the initial purchase order.
5. Grant Coordinator forwards PO with copies of requests to WISD Business Office for reimbursement to be made to District.

Comments:

Flowthrough # 190450 -- 8019	Requested amount: \$ _____
Preschool # 190460 -- 8059	Requested amount: \$ _____
FT Yr 2 # 180450 -- 8018	Requested amount: \$ _____
PS Yr 2 # 180460 -- 8058	Requested amount: \$ _____
	Total requested: \$ _____