



Grants/Funded Programs – Payroll Check List

Payroll Voucher Submission Requirements USDOE OMB Regulation 2 C.F.R. Part 225

In addition to the established district payroll voucher procedures published on the district website these **reminders** will assist in expediting the process.

Voucher Line	Information
1	Print first and last name
5	Provide phone number where you can be reached when submission requirements are incomplete
8 and 9	Date submitted MUST be according to published Payroll Dates schedule AND not more than 15 working days after the earliest date worked as recorded on Line 9
10	For each date worked check type of work and state goal or objective; and expected outcome (s) related to the activity performed by the employee; and number of students serviced when applicable. DO NOT use arrows or dittos.
10, 11, 13, 14	Document times out to and return from lunch/dinner breaks when appropriate, i.e., after five consecutive hours, full day workshop, full day extended week/year instruction, etc.
16, 17	Check appropriate NCLB areas and allowable uses
18	Affix legible signature with date: original and in blue ink
19	Administrator declaration of work performed: affix legible signature with date: original and in blue ink
Attachments Provided by Facilitator	Sign-in sheets, copy of Board Approval with list of approved teacher (s); and copy of documents & materials: sign-in, agenda, minutes/report, presentation materials and handouts
Other	Employee's administrator or designee/facilitator will submit Payroll Voucher with attachments to Grants/Funded Programs Office, Central Services, 1 st Floor next to Payroll Office Contact Info: Carmen Reyes, Admin. II Secretary, creyes@trenton.k12.nj.us Mariola Morawski, Senior Accountant/Grants

THANK YOU