



**21<sup>st</sup> Century Community Learning Centers  
Request for Reimbursement Checklist  
Expense Report/General Ledger**



**Expense Report/General Ledger**

- The time range on the expense report matches the time range entered into the Operating Budget Management System (OBMS).
- The range begins on the 1<sup>st</sup> or 16<sup>th</sup> of the month, and ends on the 15<sup>th</sup>, or last day of the month.
- The reimbursement amount being requested in the OBMS matches the amount reported within the Expense Report/General Ledger.
- The report is a system-generated report with no modifications made to it manually.
- I understand that the report should include, but is not limited to: Payroll Summary, Earnings Register Detail, Benefits Distribution Report, Supplies, Professional Development, and Transportation expenditures.
- The Expense Report/General Ledger contains the following information:
  - a. Time/date;
  - b. Original, adjusted and current budget amounts;
  - c. Current and year-to-date expenditures,
  - d. Budget balance (budget, minus expenditures);
  - e. Encumbrances;
  - f. Budget balance that represents the budget, minus expenditures, plus encumbrances; and
  - g. Budget balance percentage remaining.

**Certification of Truth, Accuracy, and Completeness**

As the responsible official submitting this Request for Reimbursement (RfR) to the New Mexico Public Education Department, I certify that this portion of the RfR meets the requirements of Title 6, Chapter 20, Part 2 of the New Mexico Administrative Code (6.20.2 NMAC). I certify that this portion of the RfR has been completed in accordance with generally accepted accounting principles (GAAP). I certify that, based on information and belief formed after reasonable inquiry, the information contained in the Expense Report/General Ledger is true, accurate, and complete.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_