



## 21<sup>st</sup> Century Community Learning Centers Request for Reimbursement Checklist Supplies



### Supplies

**An invoice/receipt for each supply included in the Expense Report has been included as a supporting document, and uploaded to the Operating Budget Management System.**

- A date of purchase is visible.
- Supplies are itemized.
  - Reminder: Subcontractor invoices/receipts must also be submitted.
- Proof of payment is clearly identified.
- Equipment and contracted service expenditures follow federal procurement guidelines. Any equipment items that are cost shared, have been equitably cost shared with other programs.
- Receipts show a zero balance due.
- Packing slips are included for supplies ordered online.

**If applicable, additional supporting documents have been included with reimbursement requests for specific supplies.**

- Some specialized items required additional supporting documentation.
  - Edible items must be accompanied by a lesson plan. Edible items may be reimbursed for cooking or science classes. Edible items may not be reimbursed for art classes.
  - Furniture purchases (desks, cabinets, tables, chairs, shelves, etc.) require program-level preapproval. This preapproval email should be included with the RfR.
  - Board games should not be purchased frequently. On rare occasions when they are purchased, each game should be linked to the Common Core State Standards, and this documentation should be submitted with the RfR.
  - Appliances require program-level preapproval. The preapproval email should be included with the RfR.
  - Bicycles require program-level preapproval. The preapproval email should be included with the RfR.
  - Purchases exceeding \$5,000 per unit require quotes and program-level preapproval.
    - Even if separate items are purchased, and are under \$5,000 individually, if all those items are used in conjunction with each other, the individual items may be considered part of one, larger “unit.”
      - A computer lab is considered one unit.
      - A greenhouse and supplies are considered one unit.



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- If applicable, lesson plans to document other unique supplies are also provided.**
  - General supplies (basic school supplies) do not need to be accompanied by a lesson plan unless requested by the PED. A lesson plan is always required for specialized supplies (e.g., any edible items, GPS Kits, Unicycles, a pallet of facial tissue, etc.).
    - To summarize, if the supply is something an auditor could look at and wonder, “Hmmm... What was this used for in 21<sup>st</sup> CCLC programming?” it is best to include a lesson plan.
  
- If an expense is prorated across multiple cost objectives, a document, briefly explaining the basis of cost proration, has been attached.**
  
- The supplies have been billed to the correct function code.** Supplies used for direct instruction may be billed to the 1000 function code. Supplies for administrative purposes must be billed to an administrative function code of 2000.
  
- Unallowable supplies have not been included in the RfR.** For a full list of supplies, please reference the Alphabetical Expenditure guide. Some common unallowable supplies include the following items:
  - Accessories (sunglasses, hats, key-chains, etc.)
  - Clothes (including scarves, hats, t-shirts, pants, etc.)
  - Costumes (however, these may be sewn using fabric purchased through 21<sup>st</sup> CCLC funds)
  - Door prizes for events (may be donated, but not purchased using 21<sup>st</sup> CCLC funds)
  - Food (catered/group dining) for professional development trainings
  - Food for arts/crafts
  - Food for family events
  - Incentives exceeding \$5.00 per student per year
  - Logo printing (on lanyards, rugs, pens, mugs, etc.)
  - Supplies for any type of fundraiser (carwash, bake sale, dinner theater, etc.)

**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 supply portion of the RfR is true, accurate, and complete.

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

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