**5311 MONTHLY INVOICE SUPPORTING DOCUMENT CHECKLIST**

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| **TRANSIT SUBREICPIENT NAME:**  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| ***Operating Revenue-Worksheet 1A*** | ***Fuel & Oil Expenses-Worksheet 2B*** |
| Deposit slips | [ ]  | Pump receipts with VIN | [ ]  |
| Deposit bank receipt from City/County general fund | [ ]  | Bulk fuel invoice & proof of payment | [ ]  |
| Bank statement if Transit is separate bank account | [ ]  | Proof of payment | [ ]  |
| Fare collection log or Driver’s log with fares | [ ]  | Invoices | [ ]  |
| Outside source revenue-Must have deposit slips and bank statement | [ ]  |  |  |
|  |  | ***Vehicle Maintenance Expenses-Worksheet 3B*** |  |
| ***Local Match-Worksheet 1B*** |  | Receipts | [ ]  |
| Transit expenditure report from City/County | [ ]  | Invoice | [ ]  |
| Outside source local match:* Receipt of payment
* Deposit of check
* Bank statement
 | [ ]  | City/County maintenance shop:* Need repair work order
* Journal entry showing transfer of Transit expense from City/County
 | [ ]  |
| Local match letter if from a City/County General Fund  | [ ]  | Maintenance/diagnostic record | [ ]  |
|  |  | Quotes & approval provided if over $10K | [ ]  |
| ***Operating & Non-Operating Personnel Expenses-Worksheets 2A & 3A*** |  | Proof of payment | [ ]  |
| Timesheets:* Approved by employee & supervisor
* All personnel (salary & hourly)
* Hours split between Transit (Oper & Non-Operating) or between Transit & Non-Transit
 | [ ]  | ***Other Non-Operating and******Capital Expenses-Worksheet 3C*** |  |
| Payroll register or payroll summary report | [ ]  | Invoices | [ ]  |
| Paystubs | [ ]  | Proof of payment | [ ]  |
| Employer Benefit Costs:* Health insurance statement & proof of payment
* Retirement
* Life insurance-proof of payment
* Workman comp-proof of payment
* Stipends – HR policy
 | [ ]  | Receipts:* Purchase register receipts
* Email purchase receipts
 | [ ]  |
|  |  | Quotes & approval provided if over $10K | [ ]  |
|  |  |  |  |
| Make sure documents are attached to each worksheets and data entry is re-checked  | [ ]  |  |  |