**5311 MONTHLY INVOICE SUPPORTING DOCUMENT CHECKLIST**

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| **TRANSIT SUBREICPIENT NAME:** | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | |
| **MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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| ***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 |  |
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| Make sure documents are attached to each worksheets and data entry is re-checked | |  |  |  |