

WA State GEAR UP A19 & EDF Quick Checklist



REMINDERS:

- Use this year's most current A19 & EDF template and update the month on the EDF.
- Ensure the transaction recap reflects the same month as the A19 & EDF.
- Check that all expenses on the transaction recap are listed on the EDF and that all items on the EDF are on the transaction recap.
- Submit via BOX no later than the 25th of each month. For questions, contact Roxanne Encheff at roxannee@wsac.wa.gov or (360) 485-1205.

PAYROLL:

- Check that the amount requested for reimbursement equals the payroll total on the transaction recap.

VENDOR NAME:

- Always use the vendor's name, such as Target, Doubletree by Hilton, etc., even when you have used a district procurement card for the purchase.
- Do not enter "Bank of America" or something similar when a credit card is used; only enter the vendor where the purchase was made.

DESCRIBE EXPENDITURE:

- Provide a detailed description, including the name of the activity/conference/etc., dates, and food counts.
- Reference the A19 and EDF examples to ensure you enter what is needed.

ACTIVITY & LINE ITEM:

- Enter the Activity Name and Line Item Number precisely as written in the Work Plan.
- Ensure that every item listed on the EDF has accurate backup documentation.
- The total on each receipt/invoice/document should match the figure on the EDF.

ASSIGNED DOCUMENT #:

- Manually number each document with the coordinating Assigned Document # from the EDF.
- Make notes for anything that may need further explanation.
- If a procurement card was used for the purchase, enter each expenditure individually. For example, three hotel rooms on the same P-Card should be entered as three line items with separate receipts/invoices.