

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 if food is served, include the number of people in attendance.
- Reference the A19 and EDF examples to ensure you enter what is needed.
- 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.