

# WA State GEAR UP A19 & Expenditure Detail Form Step-by-Step



**NOTE:** Districts must submit the following documents by the 25th of each month to receive reimbursement: the A19 Invoice Voucher (A19), the Expenditure Detail Form (EDF), and the necessary backup documentation.

GEAR UP will email the fiscal staff and GEAR UP Advisor a new A19 and EDF at the beginning of each new grant year. Some fields will be pre-filled, so please use this template only.

If you have any questions or would like assistance, contact Roxanne Encheff at [roxannee@wsac.wa.gov](mailto:roxannee@wsac.wa.gov) or (360) 485-1205.

## Step 1 – Completing the Expenditure Detail Form:

### Salaries, Wages, and Benefits (PAYROLL):

\*Click the drop-down arrow and select the month of expenditures for this submission. This will populate the same month on the A19.

1. Print the month's payroll report for all staff paid with GEAR UP funds.
2. In the "Staff Name" column, enter the names of the paid staff. List each staff member's name on a separate line.
3. In the "Staff Position Title or Reason for Staff Pay" column, enter why they were paid with GEAR UP funds.
  - a. **Regular GEAR UP staff, including tutors:** Enter the person's GEAR UP title.
  - b. **Substitutes:** Enter who they subbed for, what day they subbed, and what event occurred that required it.
  - c. **Other:** Enter the GEAR UP activity that required their work and the day(s) they worked for GEAR UP.
4. Do not submit timesheets. Districts are required to retain them according to the Federal Time and Effort Requirements and district policies.

### All Other Expenses - Staff Travel and Professional Development, Goods and Services, and Student Transportation:

1. Print the month's Transaction Recap Report showing all GEAR UP expenses the district paid for that month.
2. Gather all invoices and detailed receipts for expenditures that appear on that month's transaction recap.

- a. Gather any additional backup needed, such as staff travel forms, cash meal allowance forms, etc.
3. Organize the invoices/receipts and backup according to the section they belong in on the EDF, then fill out the detail in the space provided:
- a. **Vendor Name:** Enter the name on the invoice/receipt. This is the individual or entity paid by the school district. Please do not enter “credit card” if that was the payment method. We must have the name of the actual vendor who was paid, not how it was paid.
  - b. **Describe Expenditure:** Enter the GEAR UP purchase or expenditure in detail. What/Who was it for?
    - i. **Food:** For what event/activity was food purchased? For how many students and/or family members was food purchased?
  - c. **Name of Activity in Work Plan:** Enter the Activity Name exactly how it is named in the Work Plan.
  - d. **Line Item # in Plan:** Enter the line item where this activity/event/supply is budgeted in the Work Plan and Budget. This will help ensure that the expenditure is allowable and approved.
  - e. **Assigned Document #:** Manually write a number on each invoice/receipt and its backup documents, if applicable. Enter that number in the “Assigned Document” column. These should be consecutive numbers, starting with number one at the top.
  - f. **Amount:** Enter the amount that appears on the invoice/receipt.
    - i. If asking GEAR UP to pay a different amount than shown, enter the amount for GEAR UP to pay. GEAR UP can pay less but cannot pay more than the amount shown on any invoice/receipt. Add a note to the invoice/receipt explaining why this amount differs, including all calculations.
- **Direct Costs:** This line on the EDF automatically adds up all the category subtotals.
  - **Indirect Costs:** If the district is claiming indirect costs (refer to the contract), the rate is pre-filled, and the correct calculation will populate the A19.
  - **Total Reimbursement Requested:** This line calculates the direct and indirect totals.

**NOTE:** GEAR UP Advisors must print their name, sign, and date the bottom line of the EDF. This confirms that they have reviewed the expenditures for reimbursement and verified that they are accurate and belong to the GEAR UP program. This step will be completed via BOX before the final submission of the packet.

## Step 2 – Completing the A19 Invoice Voucher:

1. The figures entered on the EDF will automatically populate the A19. Please review each line item to verify that the totals match on both forms.
2. Enter your name, phone number, and date in the “Prepared By” field.

### **Note: The completed packet should only include the following:**

1. A19 Invoice Voucher
2. Expenditure Detail Form
3. School District Transaction Recap Report & Payroll Report
4. Invoice/Receipt for each expenditure.

Please do not send any other documentation, including sign-in sheets, packing slips, purchase requisitions or purchase orders, district approval forms, vouchers, agendas, etc. We only require invoices/receipts.

## Step 3 – SIGNATURES & SUBMISSION:

1. GEAR UP will provide a link to the Box folder ‘A19 & EDF Submission.’ Upload the packet to the BOX folder and send for electronic signatures in the following order: GEAR UP Advisor then designated Fiscal Staff.
2. EDF: The GEAR UP Advisor will type their name, sign, and date the bottom line of the EDF.
3. A19: The designated Fiscal Staff will sign, enter their title and date, and print their name in the shaded boxes near the top right corner of the A19.
4. When signatures are complete, please save the packet to the BOX folder and notify Roxanne via email that it is ready for review.

**IMPORTANT:** Please keep all originals in the binder provided by GEAR UP. We will conduct site visits twice each grant year to perform a site audit. Also, districts must retain itemized records of all contract expenditures for six years after remitting the final contract payment. The records may be subject to state and/or federal review or audit.

### **Mailing address:**

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