

# 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.

WSAC will email the fiscal staff and the GU 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 Fiscal and Administrative Specialist 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 GU funds.
2. List the names of paid staff in the "Staff Name" column, ensuring each staff member's name is on a separate line.
3. In the "Staff Position Title or Reason for Staff Pay" column, enter the reason they were paid with GU funds, including:
  - a. **Regular GEAR UP staff, including tutors:** Enter the person's GU title.
  - b. **Substitutes:** Enter who they subbed for, what day they subbed, and what event occurred that required it.
  - c. **Other:** Enter the GU activity that required their work and the day(s) they worked for GU.
2. 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. **These documents must show ALL the following details:**
  - **Vendor Name / Logo**
  - **Date of purchase**
  - **Details of each item purchased**
  - **Subtotal, Tax, and Total**

- a. Gather any additional backup needed, such as staff travel forms, cash meal allowance forms, etc.
  - b. **Do not send any other documentation such as sign-in sheets, packing slips, purchase requisitions, purchase orders, district approval forms, vouchers, or agendas. WSAC only requires invoices/receipts.**
3. Organize the invoices/receipts and backup according to the section they belong in on the EDF, then fill out the details in the space provided:
  - a. **Vendor Name:** Enter the name of the vendor that appears on the invoice/receipt. This is the individual or entity paid by the school district. Do not enter “credit card” if that was the payment method. **WSAC must have the name of the actual vendor who was paid, not the method of payment.**
  - 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. **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.
  - d. **Amount:** Enter the amount that appears on the invoice/receipt.
    - i. If asking WSAC to pay a different amount than shown, enter that amount. WSAC can pay less, but we 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.
- **Signature:** Have the GU Advisor print their name and sign the bottom of the EDF. You can do this manually, through Box, or use Adobe.

## 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:**
  - A19 Invoice Voucher
  - Expenditure Detail Form
  - School District Transaction Recap Report & Payroll Report
  - Invoice/Receipt for each expenditure.

### Step 3 – SIGNATURES & SUBMISSION:

1. GU will provide a link to the Box folder 'A19 & EDF Submission.' Upload the signed packet to the BOX folder.
2. EDF: Make sure the GEAR UP Advisor has signed 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 upload the packet, in the order described above, to the BOX folder and notify Roxanne via email that it is ready for review.

**IMPORTANT:** Please retain records according to OFM / OSPI accounting guidelines. Districts must retain itemized records of all contract expenditures for six years after receiving the final contract payment. The records may be subject to state and/or federal review or audit.

**Mailing address:**

ATTN: Roxanne Encheff, GEAR UP  
Washington Student Achievement Council  
PO BOX 43430  
OLYMPIA, WA 98504-3430