



WASHINGTON STATE GEAR UP PROGRAM

A19 & EXPENDITURE DETAIL FORM

STEP-BY-STEP

NOTE: For your district to be reimbursed for expenditures, you must submit these three items each month: A19 Invoice Voucher, the Expenditure Detail Form, and the necessary backup documentation.

WSAC will send your district coordinator and fiscal staff a new pre-filled A19 Invoice Voucher and Expenditure Detail Form via email at the beginning of each new grant year. Please only use this template.

If you have any questions or would like assistance, contact Buffy Hatcher, buffyh@wsac.wa.gov, or 360-485-1067.

STEP 1 – COMPLETING THE EXPENDITURE DETAIL FORM:

PAYROLL (SALARIES, WAGES, AND BENEFITS SECTION OF THE EXPENDITURE DETAIL FORM):

1. Print the month's Payroll Expense Report for the staff that your district paid for that month with GEAR UP funds.
2. In the "Vendor Name – Who Was Paid," column, type 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 the reason you paid for that staff member with GEAR UP funds.
 - a. **Regular GEAR UP staff, including tutors:** Type in the space provided the person's GEAR UP title.
 - b. **Substitutes:** Type in the space provided who they subbed for, what day(s) they subbed, and what event occurred that required it.
 - c. **Other:** Type in the space provided what the staff member did, what event occurred that required their work, and what day(s) they worked for GEAR UP.
4. You do not need to submit timesheets. However, you must keep them on file following Federal Time and Effort Requirements and your district practices.

ALL OTHER EXPENSES (STAFF TRAVEL AND PROFESSIONAL DEVELOPMENT, GOODS AND SERVICES, AND STUDENT TRANSPORTATION):

1. Print the month's Transaction Recap Report that shows all the GEAR UP expenses your district paid for that month.
2. Gather all the invoices and detailed receipts that appear on that month's transaction recap report.
 - a. Gather any additional backup you may need (e.g., staff travel forms, transportation logs, student field trip meal allowance forms, etc.).
3. Make one copy of the invoice or receipt and any other additional required backup. Your school district should keep the originals.
4. Organize the invoices and backup according to the section they belong in on the Expenditure Detail Form (Staff Travel and Professional Development, Goods and Services, and Student Transportation), then fill out the detail in the space provided:
 - a. **"Vendor Name – Who Was Paid?":** Type the name that appears on the invoice or receipt. This individual is who the school district paid. Please do not type "Credit Card" if that was the method of payment. We must have the name of the actual vendor who was paid, not how it was paid.
 - b. **"Describe Expenditure":** Describe or detail the GEAR UP purchase. What was it for? Who was it for?
 - i. **Food:** What event/activity was food purchased? How many GEAR UP students or family members was food purchased? If multiple funding sources paid for food, then it should be documented on the receipt and Expenditure Detail Form. An example of this would be if you included non-GEAR UP students and families.

- c. **Name of Activity in Work Plan/Portal:** Enter the “Activity Name” exactly how you named it in the work plan/budget document. This name should also match the Activity Name in the Portal for the activity associated with this expenditure, if applicable.
 - d. **Line Item # in Plan:** This will be the line item where this activity/event/supply is budgeted in your work plan. This will help ensure that you had the expenditure approved in your work plan.
 - e. **Assigned Document # – IMPORTANT:** You need to MANUALLY write a number on each invoice or receipt and its backup (do not duplicate numbers). Take the number you assigned to the invoice/receipt, and in the “Assigned Document” column, type in the number you gave to it. These should be consecutive numbers, starting with number one at the top. It is easiest to fill out the Expenditure Detail Form first. Number each item listed consecutively, then number the corresponding backup document with the number listed by that item.
 - f. **Receipt Amount:** Type in the space provided the amount that appears on the invoice or receipt.
 - i. **If you are asking GEAR UP to pay a different amount than what is shown:** Type in the amount that GEAR UP is supposed to pay (GEAR UP can pay less but cannot pay more than the amount shown on any invoice or receipt). Explain why either in the “Describe Expenditure” in the Expenditure column or by including additional documentation.
- **Direct Costs:** This line on the Expenditure Detail Form automatically adds up all the category subtotals.
 - **Indirect Costs:** If your district is claiming indirect (refer to your contract), then you need to enter your district’s indirect rate under “Rate,” and the template will calculate what your district may claim.
 - **Total Reimbursement Requested:** This line calculates your direct and indirect totals.

PLEASE NOTE: There is now a line at the bottom of the Expenditure Detail Form (EDF) for Coordinators to sign stating that they reviewed the packet and expenditures for reimbursement and verify as accurate and belonging to their GEAR UP Program.

STEP 2 – COMPLETING THE A19 INVOICE VOUCHER:

1. Open the A19 Invoice Voucher template created specifically for your school district. (Sent to you by Buffy Hatcher.)
2. **“Date”** column: This is the month that you are claiming reimbursement.
3. **“Description”** column: There are several categories already typed in. These categories match the categories on the Expenditure Detail Form – DO NOT change these and do not add your own.
4. **“Quantity, Unit and Unit Price”** columns: Leave blank.
5. **“Amount”** column: Type the corresponding subtotal amounts from the Expenditure Detail Form.
6. **“For Agency Use”** column: Do not type or write in this column.
7. **“Subtotal”** column: The A19 automatically adds this for you based on your other category totals.
8. **“Indirect Costs”** (%) column: If your district is claiming indirect, type in the amount that the Expenditure Detail Form shows your district is owed for indirect for that month. If your district is not claiming indirect, leave blank.
9. **“Total”** column: Your district’s A19 template will automatically add the amounts you have entered in the “Amount” column here. This figure is the amount your district is claiming for reimbursement. Make sure this amount matches the total on the Expenditure Detail Form. If the Expenditure Detail Form and the A19 template have different amounts, check for data entry or calculation errors.
10. Fill in the other sections of the A19, including prepared by, telephone number, and date.



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11. Print out the A19. Fill in your title, sign and date it.

Note: The completed package should only include the following:

1. A19 Invoice form
2. Expenditure Detail Form
3. School District Transaction Recap/Summary (a computer-generated detail of all expenses claimed).
4. Invoice or receipt for the expenditure.

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.

STEP 3 – MAILING INSTRUCTIONS:

1. Make a copy of the A19 and backup documentation. Keep this copy for your records. Refer to it if WSAC contacts you with questions about the contents of the A19.
2. Mail the **signed** A19 and Expenditure Detail Form each month, no later than the week of the 25th to:

Washington State GEAR UP

Washington Student Achievement Council

Attn: Buffy Hatcher

917 Lakeridge Way SW

PO Box 43430

Olympia, WA 98504-3430

IMPORTANT:

Records Retention Requirement: The contractor must retain itemized records of all contract expenditures for six years after the final contract payment is remitted. The records may be subject to program review or audit. For Grant III, 2011-2017, records must be retained through 2023. For Grant IV, 2017-2023, records must be retained through 2029.