Ver.2

PAID CALL REIMBURSEMENT PROGRAM

FINANCIAL DOCUMENTATION CHECKLIST

ARCATA FIRE PREVENTION DISTRICT

Dates covered: **through**

Volunteer Name	Drill Records/ Subtotal Amount (# of Drills x $ 20 each)	GA/All-Call Records/ Subtotal Amount (# of Calls x $ 20 each)	2º Call Records/ Subtotal Amount (# of Calls x $ 10 each)	Stipend Coupon/ GRAND TOTAL ($)	Signed for Check	Check Stub/ "Payment Record" #	Check Image	Bank Statement	Ref #
	☐	☐	☐	☐	☐	☐	☐	☐	1
	☐	☐	☐	☐	☐	☐	☐	☐	2
	☐	☐	☐	☐	☐	☐	☐	☐	3
	☐	☐	☐	☐	☐	☐	☐	☐	4
	☐	☐	☐	☐	☐	☐	☐	☐	5
	☐	☐	☐	☐	☐	☐	☐	☐	6
	☐	☐	☐	☐	☐	☐	☐	☐	7
	☐	☐	☐	☐	☐	☐	☐	☐	8
	☐	☐	☐	☐	☐	☐	☐	☐	9
	☐	☐	☐	☐	☐	☐	☐	☐	10
	☐	☐	☐	☐	☐	☐	☐	☐	11
	☐	☐	☐	☐	☐	☐	☐	☐	12

☐ **Copy of Timesheet Attached** ☐ **Copy of Payroll Summary Attached** ☐ **Checklist Continues On Attachment Pages**

Prepared by (name): **Initials:** **Date:**

☐ **Documented in Quarterly Grant Report** ☐ **Submitted Payment Request to FEMA** ☐ **Payment from FEMA Received**

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	☐	☐	☐	☐	☐	☐	☐	☐	13
	☐	☐	☐	☐	☐	☐	☐	☐	14
	☐	☐	☐	☐	☐	☐	☐	☐	15
	☐	☐	☐	☐	☐	☐	☐	☐	16
	☐	☐	☐	☐	☐	☐	☐	☐	17
	☐	☐	☐	☐	☐	☐	☐	☐	18
	☐	☐	☐	☐	☐	☐	☐	☐	19
	☐	☐	☐	☐	☐	☐	☐	☐	20
	☐	☐	☐	☐	☐	☐	☐	☐	21
	☐	☐	☐	☐	☐	☐	☐	☐	22
	☐	☐	☐	☐	☐	☐	☐	☐	23

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	☐	☐	☐	☐	☐	☐	☐	☐	24
	☐	☐	☐	☐	☐	☐	☐	☐	25
	☐	☐	☐	☐	☐	☐	☐	☐	26
	☐	☐	☐	☐	☐	☐	☐	☐	27
	☐	☐	☐	☐	☐	☐	☐	☐	28
	☐	☐	☐	☐	☐	☐	☐	☐	29
	☐	☐	☐	☐	☐	☐	☐	☐	30
	☐	☐	☐	☐	☐	☐	☐	☐	31
	☐	☐	☐	☐	☐	☐	☐	☐	32
	☐	☐	☐	☐	☐	☐	☐	☐	33
	☐	☐	☐	☐	☐	☐	☐	☐	34

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	☐	☐	☐	☐	☐	☐	☐	☐	35
	☐	☐	☐	☐	☐	☐	☐	☐	36
	☐	☐	☐	☐	☐	☐	☐	☐	37
	☐	☐	☐	☐	☐	☐	☐	☐	38
	☐	☐	☐	☐	☐	☐	☐	☐	39
	☐	☐	☐	☐	☐	☐	☐	☐	40
TOTALS									

I HEREBY CERTIFY: *(a) there has been careful management review of Grant Coordinator activities, hours worked, and related District records to ensure that these salary disbursements are being paid for grant-related work, that (b) the District has maintained accountability records for these disbursements; (c) that these disbursements are being awarded in accordance with District policy and procedures; (d) and that I have authorization to approve payment of grant-related salary disbursements.*

Approved by (name): **Signature:** **Date:**

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Prepared by (name): **Initials:** **Date:**

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