**CHECKLIST**

To expedite the reimbursement process, please use the following checklist before mailing your paperwork:

\_\_\_\_ Equipment Reimbursement Request

 Please list items by names, not numbers, and in the same order as they appear on the original grant request.

\_\_\_\_ Paid invoice or receipt **only** for items purchased, again, in the same order as the original request. Must have the word **INVOICE** and an Invoice number. Do not send POs, requisitions, shipping statements, etc.

\_\_\_\_ **469** detail expenditure report (OCAS code for the lottery grant money. Must include date paid, warrant numbers, dates, vendors, amounts, and funding year.)