

## **Reimbursement Requests**

What attachments are needed for Reimbursement Requests:

1. Period to date transaction level Expenditure Audit Report/Account Inquiry
2. Transaction Level YTD Expenditure Audit Report/Account Inquiry required on FINAL RR
3. Object Code 100/200 - Payroll Records required
4. Object Code 300, 400/500/800, 600, and 700 – Invoices
5. Object Code 300 and 500 – Contracted Services Invoices
6. All Other Programs – Invoices dependent on the NDE Review

### **Object Code Abbreviated List**

**(Not All Inclusive)**

\*100 - Salaries

\*200 - Employee Benefits (Insurance, SS, Retirement, etc.)

\*300 - Purchased Professional & Technical Services (Workshop & registration fees, mileage, tuition for a staff member, etc.)

\*400 - Purchased Property Services (Leases of computers, Project Manager, Contractors, etc.)

\*500 - Other Purchased Services (Services purchased from another District or ESU, etc.)

\*600 - Supplies (equipment less than \$5k per item, web/cloud based software, computers, etc.)

\*700 - Property/Capital (Equipment or Existing Infrastructure Assets greater than \$5,000, etc.)