



## Expenditure Checklist for Family and Community Involvement

**Please submit this to the Grants Administrator's office 4-6 weeks prior to the date of your event.**

Contact Person: \_\_\_\_\_ Building: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date/Time of Activity \_\_\_\_\_

Name of Parent Involvement Activity:

\_\_\_\_\_

Location of Meeting/Activity: \_\_\_\_\_

Name of Presenter (if any): \_\_\_\_\_ Agency \_\_\_\_\_

Purpose of the activity:

\_\_\_\_\_

\_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

Refreshments provided: Yes\_\_\_ No\_\_\_ Other\_\_\_\_\_

Approximate cost of Refreshments, materials, or presenter's fees: \_\_\_\_\_

Approximate number of Parents/Community Members in Attendance: \_\_\_\_\_

When submitting requisitions for payment related to the above event, the following must be attached to the requisition:

- Copies of the Sign in Sheets (Parent Names Highlighted)
- Flyer or Invitation
- Invoice and/or Receipts

*Due to ISBE/NCLB requirements, these items must be attached to the requisition.*

*Please include Steven's Amendment language on all flyers and invitations.*

Grants Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_