

## **Checklist for submitting Conservation District Reimbursement Claim (OSF Form 3)**

### **When submitting a reimbursement claim make sure that:**

- \_\_\_\_\_ The District's name is at the top of the claim form.
- \_\_\_\_\_ The claim has been signed in **blue ink** by the chairman as the "claimant" (bottom left corner of OSF-Form 3).
- \_\_\_\_\_ The claim has been notarized and the proper seal affixed.
- \_\_\_\_\_ The proper item code has been used for each reimbursable item. List items on the claim in ascending numerical order.
- \_\_\_\_\_ **In the following order, stapled together:**
  - \_\_\_\_\_ Payroll worksheet for each employee (**with original signatures in blue ink**)
  - \_\_\_\_\_ Daily Activity Timesheet and Leave Record for each employee (**with original signatures in blue ink**)
  - \_\_\_\_\_ Invoice or copy of bill for each non-salary item being reimbursed  
All invoices and/or bills submitted for reimbursement must have the following noted on them: **"OK", paid with check #, the date and your initials.**
  - \_\_\_\_\_ Proof of payment of federal payroll taxes. Attach one of the following:
    - Copy of Confirmation that taxes were paid on-line
    - Copy of Confirmation that taxes were paid via telefile

### **Have you checked to made sure that:**

- \_\_\_\_\_ Leave Summary is complete on the Daily Activity Timesheet and Leave Record
- \_\_\_\_\_ Salary items are listed first on the claim with all other item codes listed in ascending numerical order.
- \_\_\_\_\_ There is a backup document (invoice, etc.) for every item on the front of the claim.
- \_\_\_\_\_ The Claim Form, Payroll Worksheets & Timesheets are all signed.

### **DO NOT INCLUDE THE FOLLOWING WITH REIMBURSEMENT CLAIMS:**

- \_\_\_\_\_ Copies of checks for bills paid
- \_\_\_\_\_ Approval of Leave Forms (OCC-6D)
- \_\_\_\_\_ NRCS Farm Bill Assistance Worksheet (Performance Worksheet)