

TRANSPORTATION WORKSHEET

Select 12 vouchers randomly and use two work sheets to record information. Review financial records related to the payment of each voucher to answer the following questions.

Abbreviations: CON, (Contractor), PAR (Participant), VEN (Vendor/Transportation Provider)
 PUB (Public Transportation), MIL (Mileage)

		Participant Names					
Date of review _____							
Payment to	Contractor?	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON
	Participant?	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR
	Vendor/Provider?	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN
Based on:	Public transportation costs?	<input type="checkbox"/> PUB	<input type="checkbox"/> PUB	<input type="checkbox"/> PUB	<input type="checkbox"/> PUB	<input type="checkbox"/> PUB	<input type="checkbox"/> PUB
	Mileage?	<input type="checkbox"/> MIL	<input type="checkbox"/> MIL	<input type="checkbox"/> MIL	<input type="checkbox"/> MIL	<input type="checkbox"/> MIL	<input type="checkbox"/> MIL
Rate approved:							
Rate paid:							
Participant attendance checked prior to approval?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signatures	Contractor?	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON	<input type="checkbox"/> CON
	Participant?	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR	<input type="checkbox"/> PAR
	Vendor/Provider?	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN	<input type="checkbox"/> VEN
Date voucher submitted:							
Date voucher paid:							

COMMENTS: _____

NEEDS-BASED PAYMENTS WORKSHEET

Select 12 vouchers for NBP and use two work sheets to record information. Review financial records related to the payment of each voucher to answer the following questions.

Abbreviations: CON, (Contractor), PAR (Participant), VEN (Vendor/Service or Goods Provider)

		Participant Names					
Date of review _____							
Participant attendance checked prior to approval?		() Yes () No	() Yes () No	() Yes () No	() Yes () No	() Yes () No	() Yes () No
Payment to Participant? Vendor/Provider?		() PAR () VEN	() PAR () VEN	() PAR () VEN	() PAR () VEN	() PAR () VEN	() PAR () VEN
Reason for payment:							
Provider rate authorized, if provider OR:							
Rate authorized, if direct pay:							
Rate Paid:							
Signatures Participant? Vendor/Provider		() PAR () VEN	() PAR () VEN	() PAR () VEN	() PAR () VEN	() PAR () VEN	() PAR () VEN
Date voucher received:							
Date approved for payment:							
Date paid:							

COMMENTS: _____

OTHER SUPPORT SERVICES WORKSHEET

Select 12 vouchers for OSS and use two work sheets to record information. Review financial records related to the payment of each voucher to answer the following questions.

Abbreviations: PAR (Participant), VEN (Vendor/Service or Goods Provider)

		Participant Names					
Date of review _____							
Type of service provided							
Participant attendance checked prior to approval?		() Yes () No	() Yes () No	() Yes () No	() Yes () No	() Yes () No	() Yes () No
Payment to		() PAR	() PAR	() PAR	() PAR	() PAR	() PAR
Participant?		() VEN	() VEN	() VEN	() VEN	() VEN	() VEN
Vendor/Provider?							
Define documentation							
Documentation supports need?		() Yes () No	() Yes () No	() Yes () No	() Yes () No	() Yes () No	() Yes () No
Date request submitted							
Signatures		() PAR	() PAR	() PAR	() PAR	() PAR	() PAR
Staff?		() VEN	() VEN	() VEN	() VEN	() VEN	() VEN
Participant?							
Amount approved							
Amount paid							
Date paid							

COMMENTS: _____
