

CAREERS Subrecipient Reimbursement Form Instructions

Checklist

- List each expense on the [subrecipient reimbursement form](#) in the correct category
- Include receipts for every expense listed on the Subrecipient Reimbursement Form
- Include timesheets with the receipts for any personnel expenses that you listed on the subrecipient reimbursement form.
 - Timesheets are reported using our [timesheet template](#) or a process that follows [2 CFR 200 guidelines](#)
 - Non-States' accounting must be compliant in accordance with generally accepted accounting principles ([2 CFR 200.403 \(e\)](#)), with costs attributed to the particular award ([2 CFR 200.302](#)) and “Records that identify adequately the source and application of funds for federally-funded activities.” 2 CFR 200.302 (b)(3). Records must demonstrate that the costs charged were incurred (2 CFR 200.302 and 2 CFR 200 Subpart E).
- Combine the expense reimbursement form, all receipts, and all timesheets into **one PDF**
- Name the combined PDF using the following naming protocols
 - “[subrecipient organization name]_[month to month of reporting period]_[date submitted]”
 - Example: PutnamCountySchools_Jan01-March31
- Upload the combined PDF into the **UPLOAD HERE folder** in the ShareFile

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Overview:

The CAREERS subrecipient grant is funded through a federal ARC **reimbursement-based grant** in which subrecipients expend funds in accordance with approved project activity and seek reimbursement.

As stated in **Section D** of the CAREERS subrecipient grant award, reimbursement will only be made upon the timely receipt and acceptance of **monthly financial reports** (see “Reporting”, Section H) in a format established by or pre-approved by the EA. Funds will be made available within **15 working days** of approval of the financial reports in accordance with the reporting provisions in **Section H**.

Process:

This document outlines the process that the subrecipient will follow to address the reporting/reimbursement request process outlined in Section H of the CAREERS subrecipient grant.

Step 1: Identify the amount of funds for which you are requesting reimbursement for the specific period of time. Note that you can submit **quarterly**. Secure **copies of the receipts** that you will send in one compiled PDF as your background documentation for your reimbursement.

Step 2: On the **Transactions tab** of the **Subrecipient Reimbursement Form**, fill out the top of the with the name of the subrecipient (example: Putnam County Schools) and the period that you are reporting.

	A	B	C	D	E	F	G	H	I	J	K
1	Subrecipient: Putnam County Schools					Period: 01/01/2024 - 03/15/2024					
2	Expenses		Total Reimbursement for Period:		\$50,000.00	Matching		Total Match for Period:		\$5,298.00	
3											

Step 3: Enter the amount of funds that you are requesting reimbursement in the **Expenses Column** on the **Transactions Tab** of the **Subrecipient Reimbursement Form**.

Subrecipient: Putnam County Schools

Expenses	Total Reimbursement for Period:	\$50,000.00	
Date	Amount	Description	Category
12/8/2000	\$50,000.00	machine	Equipment

You will enter the *date*, *amount*, *description*, and select the *category* for which the expense applies. Once you have entered this information, a total will be calculated at the top of the page. Note that you will need to have receipts/documentation that align to the amounts entered as expense transactions. The total of the receipts

should align with the request amount.

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Step 4: Enter any **matching funds** that you are claiming for the same period. Provide the *date, amount, description, and category*. Collect the receipts/documentation that supports the amount entered as a match transaction.

Matching		Total Match for Period:	\$5,298.00
Date	Amount	Description	Category
12/8/2000	\$5,000.00	salary match steri	Personnel
	\$298.00		Travel

Step 5: Compile copies of all of your receipts and background documentation into a **single digital file attachment**. Include the **Subrecipient Reimbursement Form Transaction Tab** as a “cover sheet”.

Name the file: **[subrecipient organization name]_[month to month of reporting period]**

Step 6: Submit the document through the **Suttle & Stalnaker secured file portal** <https://suttlecpas.sharefile.com> into the **UPLOAD HERE** folder (**any submissions uploaded directly into the approved folder will be rejected**). Ensure that the file is submitted by the **15th of the month** in order to receive reimbursement.