

Checklist - Monthly Invoices / Prepared by: [insert your name]

Directions: Verify each category and place your initials in each box. If not applicable write "N/A."
This checklist will be the first page of the invoice packet. Verified

All forms or templates listed can be found on the Supreme Court of Ohio, Specialized Dockets Section's web site: http://www.sconet.state.oh.us/spec_dockets/default.asp

Deadline Verified
• Postmarked by the 10th of the month

Grant Reimbursement Invoice Verified
• The invoice is the one sent to you by the Court unless pre-approved by the Court
• The term at the top of the invoice matches the term of the grant
• Check date of submission
• Double check math (correct totals should be in the appropriate cells)
• Check for proper signatures. Preparer other than coordinator
• Has no line items that are not included in the grant

Salary/Benefits/Time Log Verified
• The format of the time log is the one designed by the Court
• Benefit % matches the % listed in the certification letter
• The \$/hour matches worksheet
• Coordinator name and month is indicated on all time logs
• Coordinator signature and date is on all time logs
• All days have necessary details
• Does not include any additional days other than for the previous calendar month

Worksheet Showing Math Verified
• Hourly amount listed on time log equals amount listed on worksheet
• Math from time logs matches worksheet and grant reimbursement invoice
• Math from worksheet matches grant reimbursement invoice
• Math on worksheet has correct totals

Questions/comments/recommendations/ are attached (we welcome your feedback)