



## Perkins V Reimbursement Request Quick Checklist

### Expenses are:

- For an approved program of study as listed in the budget
- In the correct series
- Described in the budget page including:
  - Names of individuals for conference/PD registration & travel costs
  - Title of PD/Conferences attended
  - Closely matching allotted budgeted amount

### Expenses exclude:

- Meals provided for an in-house training or event
- Wyoming Sales Tax
- Additional fee for non-member or late registration

### Upload required documentation (preferably 1 file):

- Itemized and dated vendor invoices/receipts for all purchases
  - Proof of payment via general ledger with check numbers/ach/credit card indicated **OR**
  - Check stub or credit card receipt/statement **OR**
  - An itemized receipt with the last 4 digits of a CC number indicating payment
- Purchase orders are required when indicating funds have been obligated before the end of the fiscal year

*Funds that are obligated but paid after June 30th of each year for the previous fiscal year, include the statement, "Funds were obligated prior to June 30th" in the LEA comment section*

### Perkins Policies & Procedures Manual

Important Perkins V Periodic Expenditure Report (PER) dates:

- January 15 for 12-31-202X - PER 1
- April 15 for 03-30-202X – PER 2
- July 15 for 06-30-202X – PER 3
- October 15 for 9-30-202X (final) PER 4 – Check "Final" box

**If in doubt please give us a shout!**

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. 1 The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Title IX Coordinator - Title VI Coordinator - ADA/504 Coordinator**

Trenton Vonburg  
307-777-8505  
trenton.vonburg@wyo.gov

For further information on notice of non-discrimination,

**Denver Office, Office for Civil Rights**

**U.S. Department of Education**

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Denver, CO 80204-3582

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