

## Supporting Documentation Guide

Supporting documentation is required for all reimbursement request and is needed for OCAST to ensure compliance with allowable use of funds. Expenses must be necessary, reasonable, allocable, and allowable under the OCAST Awards Funding Contract. Secondary Recipients must maintain file copies of all documentation related to the OCAST Award Funding Contract including documents submitted to OCAST.

### SUPPORTING DOCUMENTATION EXAMPLES

Below is a list of examples of supporting documentation that the Recipient must maintain in their files and provide at the time of the reimbursement request to support the grant expenditures. Failure to maintain or provide required documentation to OCAST will result in disallowed costs.

If you have questions regarding the examples provided below or for items/expenses not listed, please contact [Sam.Snow@ocast.ok.gov](mailto:Sam.Snow@ocast.ok.gov)

Budget Category	Description	Supporting Documentation
<b>Personnel and Fringe:</b>		
<b>Personnel</b>	<p>Salaries and wages for all personnel who will be working on the project should be included.</p> <p>Detailed proof of payment is required. Payroll documents should be provided for all personnel and fringes.</p> <p><b>NOTE:</b> Social Security numbers should not be included. If SSN shows on payroll documentation, it should be redacted before submitting.</p>	<ul style="list-style-type: none"> <li>· Timesheets</li> <li>· Payroll</li> <li>· Daily Logs</li> <li>· Personnel Policies</li> <li>· Calculations</li> </ul>
<b>Fringe</b>	<p>Fringe benefits for Salaries and wages for all personnel who will be working on the project should be included.</p> <p>Detailed proof of payment is required. Payroll documents should be provided for all personnel and fringes.</p> <p><b>NOTE:</b> Social Security numbers should not be included. If SSN shows on payroll documentation, it should be redacted before submitting.</p>	<ul style="list-style-type: none"> <li>· Invoice</li> <li>· Payroll</li> <li>· Calculations</li> </ul>
<b>Travel</b>	<p>Itemized travel expenses of staff personnel.</p> <p>Detailed proof of payment and receipt of goods or services are required.</p>	<ul style="list-style-type: none"> <li>· Itemized Travel Expenses</li> <li>· Receipts</li> <li>· Invoices</li> <li>· Itinerary</li> <li>· Mileage</li> <li>· Registration Confirmation</li> </ul>

<b>Operating Expenses:</b>		
<b>Equipment (over \$5,000)</b>	<p>Non-expendable items.</p> <p>Note: OCAST defines permanent equipment as property with a purchase price of \$5000 or more and a useful life of two or more years. As such, expendable items costing less than \$5,000 should included in the supply category.)</p> <p>Detailed proof of payment and receipt of goods or services are required.</p>	<ul style="list-style-type: none"> <li>· Invoice for non-expendable items</li> <li>· Inventory List</li> <li>· Proof of Payment</li> <li>· Packing slip</li> <li>· Equipment Rates</li> <li>· Purchase Order</li> </ul>
<b>Supplies (Under \$5,000)</b>	<p>Materials and supplies including consumable items such as office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000 such as books, handheld tape recorders, etc.)</p> <p>Detailed proof of payment and receipt of goods or services are required.</p>	<ul style="list-style-type: none"> <li>· Invoice for Supplies</li> <li>· Inventory List</li> <li>· Packing slip</li> <li>· Proof of Payment</li> <li>· Purchase Order</li> </ul>
<b>Contractors</b>	<p>Contractor expenses should be outlined by the services provided to the recipient for use to benefit the OCAST project. Agreements with other State funded organizations, such as higher education instatutions must include verification that any matching funds do your originate in State funds, as per §74-5060.19.</p> <p>Detailed proof of payment and receipt of goods or services are required.</p>	<ul style="list-style-type: none"> <li>· Contract</li> <li>· Invoice</li> <li>· Procurement Documentation (Requests For Information, Request</li> <li>· Labor Documentation</li> <li>· Compliance with Historic</li> <li>· Engineering Plans</li> </ul>
<b>Other</b>	<p><b>Other:</b> Other costs associated with the project that are not covered in OCAST ARPA budget categories as assigned.</p> <p>Detailed proof of payment and receipt of goods or services are required.</p>	<ul style="list-style-type: none"> <li>· Invoice</li> <li>· Contract</li> <li>· Template</li> <li>· Rental Agreement</li> </ul>