



# Judicial Council of Georgia

## Administrative Office of the Courts

### American Rescue Plan Act (ARPA) Funding Reimbursement Request Submission Checklist

<b>PERSONNEL</b>		
<b>Submit With Every Request</b>		
<ul style="list-style-type: none"> <li>Timesheet or Level of Effort</li> <li>Proof of Payment (cleared check or payroll report or labor distribution)</li> </ul>	OR	<ul style="list-style-type: none"> <li>Timesheet or Level of Effort</li> <li>General Ledger</li> </ul>
<i>Timesheets/Level of Effort forms must be signed by the employee and the supervisor.</i>		
<b>Submit One Time Per Employee</b>		
<ul style="list-style-type: none"> <li>Periodic Certification Form</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Action Form</li> </ul>	
<ul style="list-style-type: none"> <li>Job Description</li> </ul>	<ul style="list-style-type: none"> <li>HR Policy/Employee Handbook</li> </ul>	
<b>CONTRACTOR/VENDOR</b>		
<b>Submit With Every Request</b>		
<ul style="list-style-type: none"> <li>Invoice</li> <li>Proof of Payment (cleared check or ACH/EFT or credit card statement)</li> </ul>	OR	<ul style="list-style-type: none"> <li>Invoice</li> <li>General Ledger</li> </ul>
<b>Submit One Time Per Contractor</b>		
Memorandum of Understanding (MOU)/Contract for Services		
<b>DIRECT ADMINISTRATIVE COST</b>		
<b>Submit With Every Request</b>		
<ul style="list-style-type: none"> <li>Invoice</li> <li>Purchase Order (if available)</li> <li>Proof of Payment (cleared check or ACH/EFT or credit card statements)</li> </ul>	OR	<ul style="list-style-type: none"> <li>Invoice</li> <li>Purchase Order (if available)</li> <li>General Ledger</li> </ul>
<b>JUROR EXPENSES</b>		
<b>Submit with Every Request</b>		
<ul style="list-style-type: none"> <li>Invoice (if 3<sup>rd</sup> Party Vendor)</li> <li>Juror Report with Juror Name, Amount Paid, Date Paid</li> <li>Proof of Payment (cleared check or ACH/EFT or credit card statements)</li> </ul>	OR	<ul style="list-style-type: none"> <li>Invoice (if 3<sup>rd</sup> Party Vendor)</li> <li>Juror Report with Juror Name, Amount Paid, Date Paid</li> <li>General Ledger</li> </ul>

\*Invoices must include the invoice number, date, description of the item purchased, services provided, cost, and merchant information.

**SPCR INVOICES**

<b>Paid by Check</b>	<b>Paid Electronically</b>
<ul style="list-style-type: none"> <li>• Copy of the cleared check</li> <li>• Export or screenshot from the system of the general ledger showing the incurred expense</li> <li>• PAC Invoice to link to SPCR for reviewer</li> <li>• SPCR Contract</li> <li>• No timesheet is required for SPCR Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• ACH payment verification</li> <li>• PAC Invoice to link to SPCR for reviewer</li> <li>• SPCR Contract</li> <li>• No timesheet is required for SPCR Contracts</li> </ul>

**TRAVEL**

<ul style="list-style-type: none"> <li>• Itemized Travel Expenses               <ul style="list-style-type: none"> <li>• Receipts</li> <li>• Invoices</li> <li>• Mileage</li> </ul> </li> <li>• Anything purchased with a credit card will require the corresponding credit card statement</li> </ul>
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**SUPPLIES**

<ul style="list-style-type: none"> <li>• Invoice for Supplies               <ul style="list-style-type: none"> <li>• Proof of Payment (cleared check or ACH/EFT, credit card statement)</li> <li>• Purchase Order (if available)</li> </ul> </li> <li>• Anything purchased with a credit card will require the corresponding credit card statement</li> </ul>
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**INVENTORY WORKSHEET**

<b>Submitted only when the circuit has inventory to report for that month</b>
<ul style="list-style-type: none"> <li>• Update all equipment related to AV, computers, etc.</li> </ul>

**EXPENDITURE JUSTIFICATIONS**

<ul style="list-style-type: none"> <li>• Provide written explanation of expenditures</li> <li>• Justification should be clear and comprehensive for first time reviewers</li> </ul>
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**CERTIFICATION**

<b>Judicial Circuit:</b>	
<b>Month/Year:</b>	
<b>Submitted by:</b>	
<b>Date of Submission:</b>	