



JUDICIAL COUNCIL OF GEORGIA

AMERICAN RESCUE PLAN ACT (ARPA) FUNDING

Reimbursement Requests Submission Checklist Instructions

Detailed instructions on how to complete this checklist may be accessed at <https://jcaoc.georgiacourts.gov/arpa/>.

The purpose of the Reimbursement Requests Submission Checklist is to provide guidance in preparing and submitting the monthly request for reimbursement to the ARPA Grant Team.

Personnel: Required documentation when requesting reimbursement for ARPA-funded employees

Documents to submit with every request:

- Payroll / Proof of Payment must be one of the following:
 - Copy of the original check with an approval signature and cleared by the bank
***Please note- an accounting copy of the check is not acceptable, cleared check must show the front and endorsement on the back of the check.**
 - Copy of the Electronic Funds Transfer (ACH) Remittance for direct deposit
 - Copy of the general ledger
- Timesheet or Level of Effort Form (LOE):
 - Must reflect the **pay period** of the ARPA-funded employee
 - Must be signed by the ARPA-funded employee **and** supervisor

Documents to submit one time per ARPA-funded employee, per grant calendar year:

- Periodic Certification Form
- Personnel Action Form: the effective date must reflect the ARPA grant calendar year
- Job Description: must submit one Job Description per ARPA-funded employee
- HR Policy/ Employee Handbook-**submit one per circuit**

Contract Staff: Required documentation when requesting reimbursement for ARPA-funded Contractors

Documents to submit with every request:

- Invoice- every invoice must include the following:
 - Invoice number and date of invoice
 - Cost and description of item purchased or services provided
 - Merchant / Vendor information
- Proof of Payment
 - Copy of the original check with an approval signature and cleared by the bank
***Please note- an accounting copy of the check is not acceptable, cleared check must show the front and endorsement on the back of the check.**
 - Copy of the Electronic Funds Transfer (ACH) Remittance for direct deposit
 - Purchasing Card- copy of P-card statement
***Please include statement proof of payment, the first page of statement, and pertinent pages with the item(s) highlighted.**

- Copy of the general ledger

*Documents to submit **one-time** per Contractor or Vendor:*

- Memorandum of Understanding or Contract for Services- must contain the following:
 - Vendor / Contractor information
 - Rate of Pay and dates of ARPA Grant Calendar Year
 - Signature

Administrative / Indirect Cost: Required documentation when requesting reimbursement for non-personnel items or services such as equipment, supplies, jury costs, travel, rent, treatment services, etc.

*Documents to submit with **every** request:*

- Invoice- every invoice must include the following:
 - Invoice number and date of invoice
 - Cost and description of item purchased or services provided
 - Merchant / Vendor information
- Proof of Payment
 - Copy of the original check with an approval signature and cleared by the bank
****Please note- an accounting copy of the check is not acceptable, cleared check must show the front and endorsement on the back of the check.***
- A copy of the Electronic Funds Transfer (ACH) Remittance for direct deposit.
 Purchasing Card- copy of P-card statement.
****Please include statement proof of payment, the first page of statement, and pertinent pages with the item(s) highlighted.***
- Copy of the general ledger

*Documents to submit **one-time** per Contractor or Vendor:*

- Memorandum of Understanding or Contract for Services- must contain the following:
 - Vendor / Contractor information
 - Rate of pay and dates of ARPA Grant Calendar Year
 - Signatures

Additional Items:

Jury Fees

- Proof of Payment – a copy of the original check with an approval signature, cleared check **and** a copy of the general ledger
- Debit Card Payment- need a copy of the invoice issued by the 3rd party vendor OR a debit card ledger with payee and amount
- Submit a list of Names / ID # of jurors, amount paid, and date paid



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Reimbursement Requests Submission Checklist

JUDICIAL CIRCUIT: _____

MONTH: _____

PERSONNEL	
Submit with every request:	Submit one time per employee:
<input type="checkbox"/> Payroll / Proof of Payment	<input type="checkbox"/> Periodic Certification Form
<input type="checkbox"/> General Ledger	<input type="checkbox"/> Personnel Action Form
<input type="checkbox"/> Timesheet or Level of Effort Form	<input type="checkbox"/> Job Description
<i>Timesheets must be signed by the employee & supervisor</i>	<input type="checkbox"/> HR Policy/Employee Handbook
CONTRACT STAFF	
Submit with every request:	Submit one time per staff member:
<input type="checkbox"/> Proof of Payment	<input type="checkbox"/> MOU / Contract for Services
<input type="checkbox"/> General Ledger	
<input type="checkbox"/> Invoice*	
ADMINISTRATIVE / INDIRECT COST	
Submit with every request:	
<input type="checkbox"/> Invoice* and/or Purchase Order (if available)	
<input type="checkbox"/> Proof of Payment	
<input type="checkbox"/> General Ledger	
JUROR EXPENSES	
Submit with every request:	
<input type="checkbox"/> Invoice* (If 3 RD Party Vendor)	
<input type="checkbox"/> Proof of Payment to Jurors	
<input type="checkbox"/> General Ledger	
<input type="checkbox"/> Juror ID#, Amount Paid, Date Paid	

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

SUBMITTED BY: _____

DATE OF SUBMISSION: _____