



Title II, Part A Expenditure Source Documentation Quick Guide

Expenditure/ Entry	Suggested Source Documentation (If prorated, full breakdown of associated expenses)
Substitutes	<ul style="list-style-type: none"> • Substitute Name, Date of Service • Teacher Name, Grade, Content, Activity Attended • Documentation to Verify Attendance and Determine Allowability of Activity (Agenda, PPT, etc.) • Proof of Title II, Part A Coordinator Authorization
Stipends to Attend PD	<ul style="list-style-type: none"> • Teacher Name, Grade, Content, Activity Attended • Documentation to Verify Attendance and Determine Allowability of Activity (Agenda, PPT, etc.) • Proof of Title II, Part A Coordinator Authorization
Additional Compensation to Provide PD or Mentor	<ul style="list-style-type: none"> • Documentation of Providing PD: Sign-in with Teacher Name, Grade, Content • Documentation to Determine Allowability of PD Activity (Agenda, PPT, etc.) • Documentation of Mentoring: Mentor/ Mentee Assignments w/ Teacher Name, Grade, Content • Documentation of Mentoring Activities (Log, Feedback, etc.) • Proof of Title II, Part A Coordinator Authorization
Contracted/ Purchased Services	<ul style="list-style-type: none"> • Detailed Purchase Order and/or Invoice and Check • Contract/ Agreement with deliverables, timeline, etc. • A copy of any deliverables that should have been received prior to payment. This may include sign-in sheets, training materials, etc. Sign-In sheets should include staff positions/ grade/ content • Proof of Title II, Part A Coordinator Authorization
Travel	<ul style="list-style-type: none"> • Recipient Name, Position (if applicable grade, content), Activity Attended • Documentation of Allowability of Activity. This may include, but is not limited to: Agendas, Training Materials with Sessions Attended Highlighted • Documentation to Verify Costs Incurred: Mileage Form, Proof of Airfare, Hotel Receipts, Transportation and Luggage Check Receipts • Documentation to Determine Scope of Costs was Approved Prior to Travel: Travel Authorization • Proof of Title II, Part A Coordinator Authorization

Supplies	<ul style="list-style-type: none"> • Detailed Purchase Order and/ or Invoice and Check • Associated Description to Determine Allowability • Proof of Title II, Part A Coordinator Authorization
Software	<ul style="list-style-type: none"> • Detailed Purchase Order and/ or Invoice (with start and end licensing dates) and Check • Associated Activity/ Description to Determine Allowability • If prorated, a full breakdown of associated expenses • Proof of Title II, Part A Coordinator Authorization
Books	<ul style="list-style-type: none"> • Detailed Purchase Order and/ or Invoice and Check • Associated Activity and Audience to Determine Allowability • Proof of Title II, Part A Coordinator Authorization
Registration	<ul style="list-style-type: none"> • Detailed Purchase Order and/ or Invoice and Check • Recipient Name, Position (if applicable grade, content), Activity Attended • Documentation to Determine Activity is Allowable. This may include, but is not limited to: Session Description, Session Agenda, Training Materials • If prorated, a full breakdown of associated expenses • Proof of Title II, Part A Coordinator Authorization
Recruitment Advertising	<ul style="list-style-type: none"> • Detailed Purchase Order and/or Invoice and Check • Copy of the print (newspaper, journal, magazine), brochures, programs, virtual (webpage), and/or radio (transcript) ad as proof of services rendered and allowability • Proof of Title II, Part A Coordinator Authorization
Function/ Object Vary P-Card Purchases	<ul style="list-style-type: none"> • P-Card Statement • Source Documentation as Listed in Categories Above • Proof of Title II, Part A Coordinator Authorization (p-card procedures must include program authorization)
Function/ Object Vary Journal Entries	<ul style="list-style-type: none"> • Proof of Journal Entry from One Fund Source to Title II, Part A • Source Documentation as Listed in Categories Above • Proof of Title II, Part A Coordinator Authorization of Transfer

This list does not take into account all funding scenarios, simply those common to the program. Local Education Agencies (LEAs) are expected to comply with all Federal, State and local laws, regulations and guidance. See the Title II, Part A LEA Implementation Handbook and SCDE Title II, Part A webpage for assistance.