The table below provides details of the types of documentation that will be reviewed during the upcoming site visit. The documents listed under the left column are relevant to the overall administration of the grant funds. The documents listed under the right column apply to the individual programs.

|  |  |
| --- | --- |
| **Preliminary Document Request List** | |
| **Documentation made available upon arrival** | **Documentation requested as applicable to samples selected for review** |
| Policies & Procedures for areas related to the administration of grant funds | Invoices for grant related expenses and supporting documentation |
| Organization Charts for all Administrative Functions | Purchase Orders for grant related purchases |
| Job profiles/descriptions for all administrative Functions | Contracts for any goods/services related to grant program |
| Desk review reports and management letters | Relevant Grant Documentation |
| Code of Ethics | Bank Statements for accounts with grant program transactions |
| Un-submitted Quarterly Reports | Internal Reports used to account for transactions relevant to the grant program (e.g. Trial Balances, System reports, Treasury reports) |
| Listing of all Vendors providing services for the grant programs | For employees supporting grant program functions: Payroll Reports Time cards  Employee certification forms |
| Grant program budgets | Sample request for reimbursements |
| Listing of sub-sub grantees (if applicable) | Travel & Per diem reports, invoices and reimbursement documentation for Administrative Expenses |
| Contract files (including pre selection, post selection and award documentation) |
| Inventory listing and insurance policies |
| Chart of Accounts | Payroll Reports (all personnel) |
| Bidding Process documentation |
| Listing of all project sites (related to grant efforts) |

**Note:** This is a preliminary listing of documents for review; additional documentation may be requested throughout fieldwork.