

MICHIGAN DEPARTMENT OF EDUCATION
Office of Educational Services (OES) - Financial Unit

DOCUMENT REQUEST FORM

Please submit electronic copies of the following documents to OES fiscal monitor Michael Stevens via email at stevensm14@michigan.gov.

- **2021-22** staff list for all individuals paid with Federal Title Program funds. Please include their **name, position(s), funding source(s), percentage of each funding source, building, salary/hourly rate, total gross wages, total gross fringe benefits.**
- **2021-22** general ledger (GL) summary and detail for all Federal Title Programs
- Board adopted Policies and Procedures for:
 - Cash Management
 - Allowability of cost
 - Conflicts of interest
 - Procurement
 - Time and Effort Documentation
 - Travel reimbursement
 - Equipment Management
- Inventory list of equipment items purchased with Federal Title Program funds.
- For sampled employees we will review the following original documentation:
 - Payroll summaries for our selected sample of employees for a pay period and the final showing total wages & benefits. **Please provide for the first full pay period in March.**
 - Time and Effort documentation - Semi-annual Certification or Personal Activity Report-like documentation.
 - Teacher Certifications and Professional Licenses
 - Evidence of criminal background checks (TCN# from background check or IChat records. If needed, IChat contact is **517-241-0713**, or email **msp-crd-ichathelp@michigan.gov**)
- The employee or contract employee's contract, their teaching certificate, evidence of post-secondary degree (e.g. AA, BA, MA, Ph.D.); copy of transcript showing 60 credit hours completed at a post-secondary institution. Employee union contracts or 3rd party employee-provider contracts, their bargaining unit step information, if available.
- All cash draws and supporting documentation for each of the draws.
- For selected contracted services we will review:
 - Original Contracts
 - Bid documents
 - Invoices for selected services
 - Evidence of criminal background checks on contracted individuals
 - Sign-in sheets and agenda for in-house training
 - For selected equipment purchases we will review invoices, purchase orders (POs) and their approvals; trace items to the inventory listing.
 - For selected supplies and materials we will review invoices, POs, receipts, approvals for POs & invoices, and other supporting documentation