Texas Department of Transportation

Form 1867-SRS
(Rev. 05/08)

Checklist for Safe Routes to School Requests for Reimbursement (RFR)

District: _____

Project Title: _____

Subgrantee: _____

Time period covered for this request (e.g.: Oct 1–Oct 31): _____

Block		Yes	No
1.	Does the title match the title included in the grant agreement/contract?	☐	☐
2.	Is the charge number correct?	☐	☐
3.	a. Has the 10-digit Miscellaneous Contract Number been entered (i.e., 584xxF6054)?	☐	☐
	b. Does it match the number on the grant/contract?	☐	☐
4.	Type of Payment Requested:		
	a. Has the correct box been marked?	☐	☐
	b. If "Partial No.," has the sequential number been included?	☐	☐
	c. Have all prior partial payments been submitted?	☐	☐
5.	Is the correct time period showing?	☐	☐
6.	Have the official name and correct mailing address, including zip code, been entered?	☐	☐
7.	Is the telephone number entered for the project director or the person most likely to be able to answer questions?	☐	☐
8.	Does the PIN number match the number on the grant/contract? (Finance Division uses the mail code to identify the correct warrant address.)	☐	☐
9. Reimbursement Requested & 13 – 16. Budget Summary	a. Is all the information in Blocks 9 and 13 through 16 accurate?	☐	☐
	b. Are all costs within the amounts approved in the grant budget (allowing for flexibility up to 5% of the total budget)?	☐	☐
	c. Does the RFR include only those costs that are reimbursable?	☐	☐
	d. Are costs correctly allocated among the "Other/Local," and "TxDOT" for Blocks 9 and 13 through 16	☐	☐
	e. Is a summary or list of documentation attached for all amounts claimed in Block 9?	☐	☐
	f. Do cost categories match those in the grant budget?	☐	☐
	g. Are all columns or spaces added correctly?	☐	☐
	h. Are cumulative costs claimed consistent with the level of activities that should have been carried out to date?	☐	☐
10.	Has the project director initialed and dated?	☐	☐
11.	a. Is at least ONE original signature showing on the first copy of the RFR?	☐	☐
	b. Is the signature that of the person authorized to sign?	☐	☐
12.	Have you signed and dated?	☐	☐

If the answer to any of the above questions is "no," immediately return the RFR to the subgrantee for correction, noting this transmittal in the space marked "For TxDOT Use Only." This checklist may be provided to subgrantees for their use before submission of an RFR or to aid in correcting an error.

(Comments on page two)

Person Completing Form: _____ **Date:** _____

District: _____

Project Title: _____

Subgrantee: _____

Time period covered for this request (e.g.: Oct 1–Oct 31): _____

Comments:

Contact / Help

Print Form