**Preparing the CRF #2 Invoice and Supporting Documents**

CRF #2 applications were made through the GEM system, and invoices for CRF #2 will also be processed through GEM.

Following is some information that may be helpful as you prepare your submittal.

1. Remember for each submittal the Business Manager needs to fill out, sign and include an Affirmation of Allowability (see suggested language below)

*AFFIRMATION OF ALLOWABILITY*

*CRF Invoice #1 (or 2, 3, etc.)*

*I certify, to the best of my knowledge, all expenses included in this request for reimbursement are for allowable CRF expenses associated with COVID 19 and were not previously budgeted for.*

*Dated:*

*Signature:*

*Typed Name:*

1. Include a detailed Trial Balance
2. Only POs and Invoices are needed, no checks.
3. Write the Category name and the Account on each invoice or PO; i.e. Student Supports-7300 means that the item is charged to Category COVID-19 Student Supports and 7300 indicates that it is Equipment.
4. It would be very helpful if, in addition to the Trial Balance, you provide a list of invoices by category and account i.e. Student Supports-7300, Staff Support-3000, etc.
5. In addition, please provide a sampling of each type of Time and Effort report (i.e. 1 of each type) and for salaried positions provide an explanation. Please know that the Superintendent should have a written agreement with a new salaried position clarifying responsibilities, work schedule, and the elimination of CRF funds on 12/30/20.