**Section 254.430 Applications for Reimbursement Under the Terms of a Funding Agreement**

a) Applications for reimbursement of programs, projects, and activities under the terms of a funding agreement shall be submitted to the State Board of Education on standardized forms prescribed for such purpose.

b) Applications for reimbursement shall be itemized in such detail and shall be supported by such documentary evidence or information as the State Board of Education may require in each specific instance of funding to assure proper accounting of public funds. Documentary evidence required by the State Board of Education will be limited to items of proof which may reasonably be required under generally accepted accounting practices as established by the American Institute of Certified Public Accountants, including payroll registers and time sheets, invoice vouchers, cancelled checks, purchase orders, account journals and ledgers, enrollment records and transcripts, and identification of students with special needs.

c) Applications for reimbursement of the costs of products and services rendered, and for programs, projects, and activities may be submitted upon completion of the particular program, project, or activity. Partial claims for reimbursement may be submitted on a mid-year or other basis if extenuating circumstances exist and if provided for under the terms of the specific funding agreement.

d) The State Board of Education will not authorize final reimbursement under the terms of a funding agreement until all stipulations of such funding agreement have been fulfilled and until copies of any required report(s) and/or final product(s) have been received.

(Source: Amended at 7 Ill. Reg. 13503, effective September 28, 1983)