

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Grants Finance, Rm. 510W EB
 Albany, New York 12234

**FINAL EXPENDITURE REPORT FOR A
 FEDERAL OR STATE PROJECT
 FS-10-F Long Form (03/15)**

= Required Field

Local Agency Information		
Funding Source:	CRSSA ESSER 2	
Report Prepared By:	Michelle Reale	
Agency Name:	Phoenix Central School District	
Mailing Address:	116 Volney Street	
	Street	
	Phoenix	NY 13135
	City	State Zip Code
Telephone # of Report Preparer:	315-695-1527	County: Oswego
E-mail Address:	mreale@phoenixcsd.org	

INSTRUCTIONS

- For State grants, final expenditure reports are generally due within 30 days after the grant's end date. Reports for federal projects are generally due within 90 days after the grant's end date. See the Grant Award Notice to verify the due date. However, the Department program office may impose an earlier due date.
- Agencies should use only the FS-10-F Long Form to report actual project expenditures.
- Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- All encumbrances must have taken place within the grant's approved funding dates, which can be found on the FS-10 or FS-20 budget form and on the Grant Award Notice.
- The Chief Administrator's Certification on the Final Summary page must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
- For special legislative projects, submit one report with original signature and two copies, along with a final program narrative report.
- For additional information, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$580,070
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Accuff, Renee A	Teacher	09/01/2021 - 09/30/2023	\$9,932
Bailer, Melissa A	Teaching Asst	09/01/2021 - 09/30/2023	\$6,366
Bowers, Kristin M	Teacher	09/01/2021 - 09/30/2023	\$2,273
Brady, Erin E	Teaching Asst	09/01/2021 - 09/30/2023	\$203
Damiano, Joanna K	Teacher	09/01/2021 - 09/30/2023	\$10,454
Doss, Laurie A	Teaching Asst	09/01/2021 - 09/30/2023	\$1,274
Doss, Nicholle J	Teacher	09/01/2021 - 09/30/2023	\$3,280
Eusepi, Rebecca A	Teacher	09/01/2021 - 09/30/2023	\$5,859
Gray, Tracey	Teacher	09/01/2021 - 09/30/2023	\$10,354
Halstead, Katha J	Teaching Asst	09/01/2021 - 09/30/2023	\$3,590
Holbrook, Kimbery J	Teaching Asst	09/01/2021 - 09/30/2023	\$7,137
Huckle, Katie M	Teacher	09/01/2021 - 09/30/2023	\$4,543
Iannotti, Cheri L	Teacher	09/01/2021 - 09/30/2023	\$9,403
Jacobson, Lisa M	Teaching Asst	09/01/2021 - 09/30/2023	\$3,904
Kaylor, Amanda R	Teaching Asst	09/01/2021 - 09/30/2023	\$1,525
Kraft, Kristina M	Teaching Asst	09/01/2021 - 09/30/2023	\$407
Larobardiere, Sara L	Teaching Asst	09/01/2021 - 09/30/2023	\$2,692
Lazarz, Patricia D	Teacher	09/01/2021 - 09/30/2023	\$1,532
Leitner, Marla J.	Teaching Asst	09/01/2021 - 09/30/2023	\$3,482
McMonagle, Patricia J	Program Coordinator	09/01/2021 - 09/30/2023	\$5,048
Murphy, Melissa M	Teacher	09/01/2021 - 09/30/2023	\$9,644
Pelton, Kelly J	Teacher	09/01/2021 - 09/30/2023	\$2,031
Putt, Duan S	Teaching Asst	09/01/2021 - 09/30/2023	\$1,830
Scanion, Carolyn A	Teacher	09/01/2021 - 09/30/2023	\$10,109
Serbo, Susanne J	Teaching Asst	09/01/2021 - 09/30/2023	\$407
Schulze, Gabriella M	Teaching Asst	09/01/2021 - 09/30/2023	\$1,830
Schumaker, Sarah M	Teacher	09/01/2021 - 09/30/2023	\$3,859
Slater, Amanda M	Teacher	09/01/2021 - 09/30/2023	\$9,122
Soluri, Erin E	Teacher	09/01/2021 - 09/30/2023	\$10,455

Sykut, Lisa J	Teacher	09/01/2021 - 09/30/2023	\$2,272
Terchowicz, Steven M	Teacher	09/01/2021 - 09/30/2023	\$10,455
Tyrell, Amber H	Teacher	09/01/2021 - 09/30/2023	\$1,316
Wagner, Krystal L	Teacher	09/01/2021 - 09/30/2023	\$9,662
Wilde, Jill T	Teacher	09/01/2021 - 09/30/2023	\$4,796
Barnes, Durae M	Teaching Asst	09/01/2021 - 09/30/2023	\$328
Clark, Katelin M	Teacher	09/01/2021 - 09/30/2023	\$4,866
Gratz, Laura C	Teacher	09/01/2021 - 09/30/2023	\$811
Muller, Andrew K	Teacher	09/01/2021 - 09/30/2023	\$5,407
Smith, Monica R	Teaching Asst	09/01/2021 - 09/30/2023	\$218
Walberger, Keith E	Teacher	09/01/2021 - 09/30/2023	\$5,948
Williams, Jamie L	Teaching Asst	09/01/2021 - 09/30/2023	\$2,074
Barton, Kara A	Teacher	09/01/2021 - 09/30/2023	\$1,540
Campbell, Bryan D	Teacher	09/01/2021 - 09/30/2023	\$4,477
Chawgo, Charles C	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$2,726
Confrancesco, James C	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$3,223
Conklin, William G	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$8,117
Diglio, Michael J	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$9,909
Fraser, Jenna L	Special Ed Teacher	09/01/2021 - 09/30/2023	\$404
Gould, Christopher	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$1,417
Griffin, Katie E	Teacher	09/01/2021 - 09/30/2023	\$7,311
Haney, Paige E	Teacher	09/01/2021 - 09/30/2023	\$4,438
Johnson, David C	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$606
Keifer, Shannon L	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$1,406
Knoop, Philip J	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$1,471
LaBrake, Jennifer M	Teacher	09/01/2021 - 09/30/2023	\$4,038
Lewis, Andrew P	Teaching Asst	09/01/2021 - 09/30/2023	\$1,147
Longley, Colleen R	Teacher	09/01/2021 - 09/30/2023	\$3,230
Matlock, Brock A	Teacher	09/01/2021 - 09/30/2023	\$404
Neiss, Angela M	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$1,669
Patzke, Sydney D	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$941
Pento, Richard J	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$7,309
Pullam, Constance H	Teacher	09/01/2021 - 09/30/2023	\$1,807

Rowe, Chad N	Teacher	09/01/2021 - 09/30/2023	\$1,262
Spereno, Lisa M	Teacher	09/01/2021 - 09/30/2023	\$1,181
Stenta, Jason A	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$151
Tierney, Billie L	Teacher	09/01/2021 - 09/30/2023	\$4,048
Turner, Anna T	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$1,471
Turner, Craig R	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$1,319
Zogg, Douglas G	Teacher	09/01/2021 - 09/30/2023	\$808
Zysk, Tyler G	Teacher	09/01/2021 - 09/30/2023	\$2,235
Benjamin, Alice D	Teacher	09/01/2021 - 09/30/2023	\$468
Brown, Megan A	Teacher	09/01/2021 - 09/30/2023	\$649
Burgett, Heather E	Teacher	09/01/2021 - 09/30/2023	\$2,446
Cutler, Nathan M	Teaching Asst	09/01/2021 - 09/30/2023	\$1,730
Dalgety, John E	Teacher	09/01/2021 - 09/30/2023	\$3,772
Dean, Alexander F	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$468
Finniss, Brandi M	Teacher	09/01/2021 - 09/30/2023	\$541
Fitzgerald, Michael P	Teacher	09/01/2021 - 09/30/2023	\$40
Freytag, Brandi M	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$649
Giacona, Darbie L	Administrator	09/01/2021 - 09/30/2023	\$6,000
Guglielmo, Jacqueline C	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$649
Kelsey, Andrea A	Teacher	09/01/2021 - 09/30/2023	\$534
Knowlton, Judith J	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$2,317
LaBeef, Ronald M	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$832
LaRosa, John P	Teacher	09/01/2021 - 09/30/2023	\$47
Loy, Jillian M	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$433
Lyman, Paul B	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$832
Mainville, ennifer	Teacher	09/01/2021 - 09/30/2023	\$3,515
Marriott, Anna M	Administrator	09/01/2021 - 09/30/2023	\$4,536
Mills, Gene	Teacher	09/01/2021 - 09/30/2023	\$832
Myers, Carman M	Teacher	09/01/2021 - 09/30/2023	\$541
Perioli, Nicholas J	Teaching Asst	09/01/2021 - 09/30/2023	\$865
Pitcher, Jill S	Teacher	09/01/2021 - 09/30/2023	\$162
Prenoveau, Christopher M	Teacher	09/01/2021 - 09/30/2023	\$468
Ragonese, Maria B	Teacher	09/01/2021 - 09/30/2023	\$5,035

Sievers, Sean C	Teahcher	09/01/2021 - 09/30/2023	\$162
Warner, Alissa E	Summer Camp Sprvsr	09/01/2021 - 09/30/2023	\$649
Chrysler, Charlene	Teacher	09/01/2021 - 09/30/2023	\$1,514
George, Nicole B	Teacher	09/01/2021 - 09/30/2023	\$4,715
Lewis, Michelle R	Teacher	09/01/2021 - 09/30/2023	\$8,364
Matlock, Janelle M	Teacher	09/01/2021 - 09/30/2023	\$3,635
Scripa, Brigid S	Administrator	09/01/2021 - 09/30/2023	\$6,000
Wells, Burill E	Teacher	09/01/2021 - 09/30/2023	\$1,514
Wieczorek, Matthew D	Teacher	09/01/2021 - 09/30/2023	\$7,729
Brown, Noah L	Teacher	09/01/2021 - 09/30/2023	\$1,271
Cassella, James E	Teacher	09/01/2021 - 09/30/2023	\$4,326
Ditota, Catherine A	Teacher	09/01/2021 - 09/30/2023	\$3,893
Gilona, Nicole A	Occupational Therapist	09/01/2021 - 09/30/2023	\$20
Ryan, Kristy L	Teacher	09/01/2021 - 09/30/2023	\$1,947
Acuff, Renee A	Teacher	09/01/2023 - 09/30/2023	\$7,332
Bailer, Melissa A	Teacher	09/01/2023 - 09/30/2023	\$6,082
Balles, Lisa	Teacher	09/01/2023 - 09/30/2023	\$6,975
Baroody, Michelle M	Teacher	09/01/2023 - 09/30/2023	\$6,352
Benjamin, Alice D	Teacher	09/01/2023 - 09/30/2023	\$6,960
Bird, John J	Teacher	09/01/2023 - 09/30/2023	\$3,054
Bowers, Kristin M	Teacher	09/01/2023 - 09/30/2023	\$5,374
Brooker, Aimee P	Teacher	09/01/2023 - 09/30/2023	\$5,601
Cannella , Heather A	Teacher	09/01/2023 - 09/30/2023	\$6,875
Clark, Katelin M	Teacher	09/01/2023 - 09/30/2023	\$5,010
Confrancesco, James C	Teacher	09/01/2023 - 09/30/2023	\$5,810
Cumber, Tyra L	Teacher	09/01/2023 - 09/30/2023	\$7,007
Curtin, Judith B	Teacher	09/01/2023 - 09/30/2023	\$5,010
Damiano, Joanna K	Teacher	09/01/2023 - 09/30/2023	\$4,875
Damiano, Michelle G	Teacher	09/01/2023 - 09/30/2023	\$6,834
Eusepi, Rebecca A	Teacher	09/01/2023 - 09/30/2023	\$5,883
Faulkner, Rachel R	Teacher	09/01/2023 - 09/30/2023	\$6,317
Fyer, Jacquelynn M	Teacher	09/01/2023 - 09/30/2023	\$2,866
Gizzi, Kristen E	Teacher	09/01/2023 - 09/30/2023	\$4,808

Gratz, Laura C	Teacher	09/01/2023 - 09/30/2023	\$6,173
Hanhn, Carri L	Teacher	09/01/2023 - 09/30/2023	\$5,402
Holbrook, Kimberly J	Teacher	09/01/2023 - 09/30/2023	\$4,360
Iannotti, Cheri L	Teacher	09/01/2023 - 09/30/2023	\$6,816
Jeffries, Kristen M	Teacher	09/01/2023 - 09/30/2023	\$5,388
Kaylor, Amanda R	Teacher	09/01/2023 - 09/30/2023	\$4,808
Kolakowski, Madison A	Teacher	09/01/2023 - 09/30/2023	\$4,746
Lentz, Jody G	Teacher	09/01/2023 - 09/30/2023	\$6,099
Miller, Alyssa D	Teacher	09/01/2023 - 09/30/2023	\$4,393
Moore, Desiree A	Teacher	09/01/2023 - 09/30/2023	\$5,004
Murphy, Melissa M	Teacher	09/01/2023 - 09/30/2023	\$2,006
Paye, Mary L	Teacher	09/01/2023 - 09/30/2023	\$5,967
Prenoveau, Christopher M	Teacher	09/01/2023 - 09/30/2023	\$5,854
Robertson, Andrew M	Teacher	09/01/2023 - 09/30/2023	\$3,833
Schumaker, Sarah M	Teacher	09/01/2023 - 09/30/2023	\$5,590
Slater, Amanda M	Teacher	09/01/2023 - 09/30/2023	\$3,031
Soluri, Erin E	Teacher	09/01/2023 - 09/30/2023	\$1,223
Spoto, Carrie A	Teacher	09/01/2023 - 09/30/2023	\$6,173
Terchowicz, Steven M	Teacher	09/01/2023 - 09/30/2023	\$6,891
Tyrrell, Amber H	Teacher	09/01/2023 - 09/30/2023	\$2,784
Wagner, Krystal L	Teacher	09/01/2023 - 09/30/2023	\$5,010
Wardner, Katrina E	Teacher	09/01/2023 - 09/30/2023	\$4,746
Wiemeir, Sherri J	Teacher	09/01/2023 - 09/30/2023	\$5,010
Woznica, Laura C	Teacher	09/01/2023 - 09/30/2023	\$4,875

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$289,353
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Brown, Kara N	Food Service	09/01/2021 - 09/30/2023	\$5,929
Counterman, Julia T	Food Service	09/01/2021 - 09/30/2023	\$11,194
Denslow, Rae E	Senior Food Service	09/01/2021 - 09/30/2023	\$16,625
Giddlings, Colleen H	Food Service	09/01/2021 - 09/30/2023	\$11,617
McKenna, Amanda K	Food Service	09/01/2021 - 09/30/2023	\$947
Nolan, Chrissy L	Food Service	09/01/2021 - 09/30/2023	\$6,820
Confrancesco, Jena M	Registered Nurse	09/01/2021 - 09/30/2023	\$6,925
LeBlanc, Kathleen	Registered Nurse	09/01/2021 - 09/30/2023	\$8,888
Noel, Kathryn M	Registered Nurse	09/01/2021 - 09/30/2023	\$2,080
Wilder, Laura A	Registered Nurse	09/01/2021 - 09/30/2023	\$14,100
Whipple, Beth A	Nurse	09/01/2021 - 09/30/2023	\$330
Barber, Patricia A	Food Service Manager	09/01/2021 - 09/30/2023	\$78,569
Berube, April	Food Service	09/01/2021 - 09/30/2023	\$8,412
Casillo, Crystal A	Food Service	09/01/2021 - 09/30/2023	\$16,537
Grevelding, Sandra L	Food Service	09/01/2021 - 09/30/2023	\$7,718
Henderson, Alice J	Food Service	09/01/2021 - 09/30/2023	\$7,745
Parker, Donna L	Senior Food Service	09/01/2021 - 09/30/2023	\$18,000
Sweeney, Liam T	Summer Camp	09/01/2021 - 09/30/2023	\$2,539
Williams, Mary A	Food Service	09/01/2021 - 09/30/2023	\$7,458
Gill, Charlene E	Nurse	09/01/2021 - 09/30/2023	\$551
Brennan, Carol U	Food Service	09/01/2021 - 09/30/2023	\$8,295
Christian, Thelma R	Food Service	09/01/2021 - 09/30/2023	\$5,235
Dewey, Stephanie A	Summer School Aide	09/01/2021 - 09/30/2023	\$588
Hartranft, Marlene S	Summer School Aide	09/01/2021 - 09/30/2023	\$98
Kraft, Kristina M	Summer School Aide	09/01/2021 - 09/30/2023	\$98
Lawson, Jennifer J	Food Service	09/01/2021 - 09/30/2023	\$9,251
Matt, Wyatt N	Summer Camp	09/01/2021 - 09/30/2023	\$2,535
Weller, Diane S	Food Service	09/01/2021 - 09/30/2023	\$5,371
Wilson, Ellen	Senior Food Service	09/01/2021 - 09/30/2023	\$20,331

Tuttle, Amanda L	Summer School Aide	09/01/2021 - 09/30/2023	\$1,260
Fritzen, Susan M	Summer bus driver	09/01/2021 - 09/30/2023	\$1,639
Ivery, Janet K	Summer bus driver	09/01/2021 - 09/30/2023	\$51
Reynolds, Peter G	Summer bus driver	09/01/2021 - 09/30/2023	\$1,617

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$415,971
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
2/28/2022	W.B. Mason Co, Inc	711362	\$124,008
3/01/2022	Oswego County BOCES	711363	\$285,165
6/30/2023	Hillyard Floor Care	711514	\$6,740
8/21/2023	Laura Gratz	711526	\$58

Employee Benefits

Subtotal - Code 80			\$201,622
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement	\$354,863.00		\$33,175
Employee Retirement	\$354,863.00		\$35,653
Other Retirement			
Social Security	\$354,863.00		\$48,855
Worker's Compensation			
Unemployment Insurance			
Health Insurance	\$354,863.00		\$83,939
Other(Identify)			

MINOR REMODELING			
Subtotal - Code 30			\$200,000
Purchase Order Date Or Dates of Service	Provider of Service	Check or Journal Entry #	Amount Expended
12/07/2021	King & King Architects	711349	\$9,000
12/17/2021	King & King Architects	711351	\$1,800
8/10/2023	Shawn Malone Excavating Inc	711415	\$178,351
11/7/2022	Shawn Malone Excavating Inc	711441	\$10,849

CF121
 ENTRY DATE 10/30/23
 PROJECT 5891212370
 SED CODE 462001060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-ESSER 2
 PHOENIX CSD

RUN DATE 10/30/23

BUDGET DETAIL INFORMATION

PROF SALARY	15	580,070.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	289,353.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	001
SUPP & MATERIAL	45	415,971.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	201,622.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	14.4
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	200,000.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589121	1,687,016.00	1,687,016.00	0.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,687,016.00	1,687,016.00	0.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	09/02/21	09/10/21		
INTERIM				
FINAL	10/27/23	10/30/23		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
092021	548196F	INIT	000	09/21	01	337,423.00	589121	092021			PAID
042722	570436F	PAY	000	04/22	02	284,272.00	589121	042722			PAID
061722	575290F	PAY	000	06/22	03	289,665.00	589121	061322			PAID
080522	578672F	PAY	000	07/22	04	4,141.00	589121	072622			PAID
013123	596128F	PAY	000	01/23	05	206,986.00	589121	013123			PAID
071323	610178F	PAY	000	06/23	06	2,849.00	589121	071023			PAID
103023	620401F	FINAL	000	10/23	07	561,680.00	589121	103023			ENT

THIS FINAL EXPENDITURE REPORT HAS BEEN PROCESSED BY THE NEW YORK STATE EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Grants Finance
Room 510W, Education Building
Tel. (518) 474-4815

Reminder: Record Keeping and Retention

This document is intended as a reminder to local agencies on proper record keeping and retention.

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.¹ Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives (http://www.archives.nysed.gov/records/mr_retention.shtml)

Local agencies must retain records² that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

¹ For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

² Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.