

RVSPP Reporting Procedures



There are two types of reporting that we need from you. One is the [Monthly Report](#). The other is the [Request for Deposit](#).

Monthly Reports:

Now that many of you are ordering supplies, the necessary reporting and documentation needed from each site is changing. We have placed the reporting forms on line. They are interactive - you can fill them out on line, save them to your computer, print and email. If the email tab doesn't work; please save to your computer, print and fax or mail it to us. These forms will make your monthly reporting easier and it will streamline our quarterly reporting to the US government. As you fill out the form, please keep in mind the following:

1. **Receipts:** We need receipts for monies spent. Please make a copy of all receipts for RVSPP expenditures for the month and forward them to us along with your report. You can email the report then fax or mail the receipts, or they can be scanned and attached to the emailed report.
2. **Itemized expenses:** Please itemize all large purchases; smaller purchases can be lumped together, however, we will still need receipts for all of them.
3. **Hours worked:** We need to report all hours worked on RVSPP activities for the month. Please lump these hours together; we do not need individual hours per person.
4. **Personnel Costs:** We need to know your total gross expenses for personnel. Please lump these costs together; we do not need costs per person. Please remember that gross wages are wages earned prior to deductions.

We will send out reminders prior to the end of the month. We appreciate those who have the accounting readily at hand and can pull it off and zip it to us within hours. However, the reports need to be dated the end of the month. If you know you will be out of the office when the deadline hits, your best estimate is fine. We can adjust the numbers to the actual costs when they are known.

Purchase Requests:

The title is a bit of a misnomer, in that you really are not requesting to purchase anything from us. It is really a Request for Deposit. The [Request for Deposit form](#) is required when you have spent previous deposits and you need more money for future expenditures. It should be used as an estimate of what funds you will need in the near future. It is a list of supplies, equipment and other expenses for which you need funds. This Purchase Request is critical and requires forethought on your part, as the State of Alaska can be slow to process these requests. You need to anticipate 3-6 weeks for the funds to be deposited into your account. It is crucial to anticipate all expenses so you don't get caught short of funds. Remember to anticipate employee wages! No one likes to work without a paycheck!

If you have suggestions on how to make the reporting process easier, please let us know! We like easy, too!

RVSPP Staff

Website: <http://plants.alaska.gov/rvspp>