

DOCUMENTATION CHECKLIST

The checklists below are to be used as a reference as to the additional forms/documentation associated with each GHACP form request. All documentation should be sent to coalitionsupport@uga.edu unless otherwise noted.

Airline Ticket Request Form

- Completed form with HCF and Coalition Executive Signature

Budget Allocation/Redirection Form (send to DPH-EPR-CoalitionSupport@dph.ga.gov)

- Completed form with HCF and Coalition Executive Signature

Conference Registration Form

- Completed form with HCF and Coalition Executive Signature
- Registration receipt for each conference attendee

Training Course Form (send to EPR.training@dph.ga.gov)

- Completed form with HCF and Coalition Executive Signature

Event Logistics Form

- Completed form with HCF and Coalition Executive Signature
- Approval/confirmation from GDPH (ONLY if training event)
- Catering menu selections (if event includes catering)

Event Follow Up Form

- Completed form with HCF and Coalition Executive Signature
- Agenda
- Registration List
- Sign-In Sheet

Purchase Order Form

- Completed form with HCF and Coalition Executive Signature
- Quote from vendor OR URL/image of requested item(s)

Invoice Form

- Completed form with HCF and Coalition Executive Signature
- Original Invoice

Reimbursement Form

- Completed form with HCF and Coalition Executive Signature
- Zero balance receipt or invoice for each expense listed

Travel Reimbursement Form

- Completed form with HCF and Coalition Executive Signature
- Zero balance receipts for lodging and other expenses
- DO NOT include meal receipts or mileage calculations