



## Accounting Opening and Closing Checklist For Files – On The Job Training

Employee Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Checklist for Opening OJT File	Date	Initial
1) Signed Contract in File		
2) Contract Request & Approval Form Completed		
3) Completed W-9 in File (SharePoint)		
4) Certificate of Insurance in File (SharePoint)		
5) Signed Voucher Received		
6) Voucher Approved In ETO		
<b>For Fiscal Staff Use Only</b>		
7) Voucher Encumbered in Abila MIP (Done by EMI Accounting)		
8) Voucher scanned and saved in the OJT Vouchers Folder		
9) Email out notifying the vendor		

Checklist for Closing OJT Files	Date	Initial
<b>For Fiscal Staff Use Only</b>		
1) All Invoices are in File		
2) Encumbrance Balance is Zero		
3) Reconciled Abila MIP to OJT Spreadsheet		
4) All Check Stubs in File		
5) Verification of Employment and Final Invoice		

I affirm that this OJT contract is closed out.

\_\_\_\_\_  
EMI Employee Signature

\_\_\_\_\_  
Date

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