

# Accrued Expenditure Reports (AER) Process



- ★ AERs are required monthly of all entities holding a contract with EmployIndy, not including vendor or Professional Services Agreements
- ★ All AERs are due the 6<sup>th</sup> business day of the month unless a holiday falls within the first six business days then it is due the 7<sup>th</sup> business day of the month
- ★ Each AER must be signed by the authorized representative identified in the contract or designated signer of the organization
- ★ Payments are processed after internal approval by both the Program Manager and Finance department
- ★ All AERs must be sent to [finance@employindy.org](mailto:finance@employindy.org) and the Program Manager

## **The following documentation must be included for all AERs:**

- Payroll/timesheets for all personnel expenses
- Receipts for all program supplies purchased (not including direct participant training supplies)
- Invoices for all sub-contracted work
- Travel receipts (i.e. hotel, parking, etc.)
- Performance/profit documentation, if applicable
- Direct participant list and cost information for training, work experiences, etc. (i.e. supplies, wages, stipends, etc.)