



OJT ACCOUNT OPENING AND CLOSING CHECKLIST FOR FILES

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		
4) Certificate of Insurance in File		
5) Signed Voucher Received		
6) Voucher Approved In ETO		
For Fiscal Staff Use Only		
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 out OJT Files	Date	Initial
For Fiscal Staff Use Only		
1) All Invoices are in File		
2) Encumbrance Balance is Zero		
3) Reconciled Abila MIP to OJT Spreadsheet		
4) All Check Stubs in File		

I affirm that this OJT contract is closed out

EMI Employee Signature

Date