

Request for Employer Related Administrative Expenditures Form



Participant Name	Participant ID #
Employer Name	

Payment Instructions

Make Check Payable To:	
Name	Is this payment to an Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	City/State/Zip

Enter information on the appropriate line below for payment from the SAVINGS Balance.

- CARD – Mileage, write in total miles X rate in the Description.
- CARD – Bonus, write in the gross amount of the payment. Taxes will come out of this amount. Service date should be within pay period of pay cycle in which you wish to pay your Employee.

Enter information on the appropriate line below for payment for training. This amount will not come out of your budget.

- CARD – Training, use this code for Training: CPR, First Aide, Blood borne Pathogens, Medication Administration. Enter the number of hours and rate of pay in the Description.

Service Date	Service Code	Description	Total Amount
	CARD –		
	CARD –		
	CARD –		
Total Check Amount			
Invoice Number (if applicable)			

Return this form to Acumen by email to payroll-nc@acumen2.net

By signing this form, I attest that services were delivered and received consistent with the Individualized Support Plan and I have rendered and/or approved the above payment request in accordance with the Program regulations. I understand that payment and satisfaction of this claim may be from Federal and State funds, and that I may be prosecuted under applicable Federal or State laws, for any false claims, statements or documents or concealment of a material fact. Any misuse of funds may result in being fined or penalized including but not limited to the repayment of claim. Collection costs or legal fees will be my responsibility.

Employer's Signature

Date

If you are requesting a reimbursement to the Employer, this form must also be signed by a representative of Cardinal Healthcare Innovations.

Cardinal Signature

Acumen Fiscal Agent, LLC
5416 E. Baseline Rd., Suite 200
Mesa, AZ 85206
Phone (866) 811-3099 Fax (855) 264-3292
Payroll-nc@acumen2.net

Date