**Section 254.1780 Maintenance of Records**

Vocational student organizations conducting activities supported with vocational education funds shall maintain adequate records to support expenditures and claims for reimbursement. Such records shall be made available for evaluation, verification, and audit and shall include the following:

a) minutes of organization meetings at which formal action is taken relative to the completion and implementation of the funding agreement;

b) a listing of local chapter members of the student organization certified (signed) by the chief school administrator and organized according to the specific vocational program in which student members are enrolled;

c) a copy of each subcontract for items and services entered into by the student organization, indicating specific approval of such subcontract by the State Board of Education;

d) an outline of the program of activities of the student organization;

e) a budget for approved expenditures;

f) a financial statement of the state organization;

g) vouchers indicating payment of bills for expenses incurred under terms of the funding agreement; and

h) a copy of the approved funding agreement.