

ILR ADMINISTRATIVE P-CARD PURCHASE JUSTIFICATION

ILR	C: Date:
The Mini Center participant list is attached if applicable. The items on the attached receipt are for the upcoming Mini Center training/activity checked below:	
	Cooking (stove top, oven, skillet, microwave, slow cooker, electric grill)
	Eating techniques (family style, buffet, banquet, finger foods)
	Communications (handwriting, electronic, recording, Braille, Fishburne)
	Labeling, Identification (clothing, food items, medication, money)
	Personal care (hygiene, grooming, shaving, make-up application)
	Household management (organization, safety, cleaning, laundry, ironing)
	Time telling and telephone techniques
	Fiscal management (budgeting, accounts, safety tips, non-cash money)
	Minor home repair (replace light bulbs, toilet seats, washers, door knobs)
	Sewing
	Assistive aids & devices
	Leisure activities (crafts, games, gardening)
	Sensory exercise (items to touch, smell, taste, listen to)
	Fire safety, first aid and disaster preparedness
	Diabetes management, managing secondary disabilities
	Family & Friends Day (sensitivity and awareness training for family and friends of participants and presentation of certificates of completion to participants)
Othe	er: