

2011-2012

GRANTS Management Manual



# DUVAL COUNTY PUBLIC SCHOOLS

## Grants Office

1701 Prudential Drive, 3<sup>rd</sup> Floor

Jacksonville, FL 32207

### MISSION

To seek and obtain external funds from targeted sources for the enhancement of existing programs, development of new instructional techniques, evaluation of programs, and related purposes that support the Core Beliefs and commitments of the Duval County School Board.

### Grants Office

<http://www.duvalschools.org/static/aboutdcps/departments/special/grants>

### Grants Office staff:

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# DUVAL COUNTY PUBLIC SCHOOLS

## SCHOOL BOARD MEMBERS

The Honorable Martha Barrett  
District 1

The Honorable Fred “Fel” Lee  
District 2

The Honorable W.C. Gentry  
District 3

The Honorable Paula D. Wright  
District 4

The Honorable Betty Burney  
District 5

The Honorable Becki Couch  
District 6

The Honorable Tommy Hazouri  
District 7

**Ed Pratt-Dannals**  
**Superintendent of Schools**



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# **Introduction**

Duval County Public Schools encourages schools, departments, faculty and staff to seek out external funding opportunities that support school and district projects that may otherwise go unfunded. While grant funds are very important in helping us meet instructional needs, it is also important to understand and follow guidelines for administering and spending grant dollars. This Grants Manual is for use in the Duval County Public Schools (DCPS), and has been developed to provide guidance and information to Project Managers in the effective management of local, state, federal grants, foundation awards, cooperative agreements and contracts.

The procedures in this manual must be implemented in accordance with the requirements of the grant program and the policies of the Duval County School Board. The Grants Management Manual outlines the administrative procedures to be used during the award period of all grants and special funds. Please note that due to the varying requirements of individual grants, it is difficult to create procedures that are exclusive to the implementation of each individual grant. As a result, this manual should serve as a guide to support and assist you with general administrative procedures that have common characteristics within each grant.

The goal of the Grants Office is to minimize the time individuals are required to spend on administrative details while complying with contractual, regulatory, and statutory provisions of the grant or contract. To this end, Grants Office staff members are always available to provide information and assistance.

### General Responsibilities

The grant recipient is responsible for these general activities:

- ✓ Implement project activities as stated in the approved project.
- ✓ Purchase only those items listed in the approved project budget.
- ✓ Ensure that purchases made with project funds satisfy requirements of the Duval County School Board and the U.S. Department of Education.
- ✓ Anticipate needs so that the normal time sequence of the purchasing system can be utilized. The purchasing system is not geared to speed buying or emergency purchase orders.
- ✓ Monitor the budget to guard against over expenditures and erroneous entries.

### Recordkeeping

Documentation is very important. There should be a clear audit trail that anyone can follow. A permanent up-to-date file on the grant and each activity must be maintained for at least five years. It should include copies of the following:

- ✓ Grant proposal. This is the project's goals, objectives and deliverables (including any logs or other information described in your grant proposal).
- ✓ All correspondence
- ✓ Copies of requisitions (including catalogs from which materials were purchased, and inventory lists).
- ✓ Budget amendments
- ✓ Budget detail and summary reports (including copies of invoices from sub-grantees)
- ✓ Evaluation packet

The project manager or designee must maintain a detailed budget sheet for each function/object and a budget summary sheet. State and federal grants are submitted on the DOE 100A (project application) and 101-S (budget narrative) forms. (Appendices A and B)

Project Performance Accountability is tracked through deliverables in state and federal (if applicable) grants. (Appendix C)

### Amendments

If it is necessary to change the budget, scope, or objectives of your project or to add other provisions not included in your original approved project, prior approval is required from the funding source before the alteration can take place. The Grants Office will assist you with the appropriate budget and/or program amendments(s) that must be sent to the funding source for approval. Amendments requested from state and federal grants must use the DOE 150 and 151 forms. Instructions are included. (Appendices C and D)

### Grant Forms

Grant forms may be obtained from the following website: <http://www.fldoe.org/grants/gform.asp> or contact the Grants Office.

## **Crimes**

Activities prohibited by law include the following: (1) kickbacks; (2) bribery, graft, and conflicts of interest; (3) conspiracy to defraud the government with respect to claims; (4) false, fictitious or fraudulent claims; and (5) federally protected activities.

School project staff must refrain from engaging in such activities and should inform the Grants Office and the principal if he/she has reason to believe anyone doing business with the Duval County School system is engaging in such activities.

## **Lobbying**

Grant funds may not be used to directly or indirectly lobby Congress by either intending or designing to influence a member of Congress in any manner, or to favor or oppose, by vote, or otherwise, any legislation or appropriation by Congress. If the school project staff desires to transmit information or policy recommendations to a legislator, they will: (a) advise his/her principal, and (b) after Department head approval, communicate the recommended information or policy statement to the Office of the Grants Office, which then will take the necessary action.

## **Complaint Procedures**

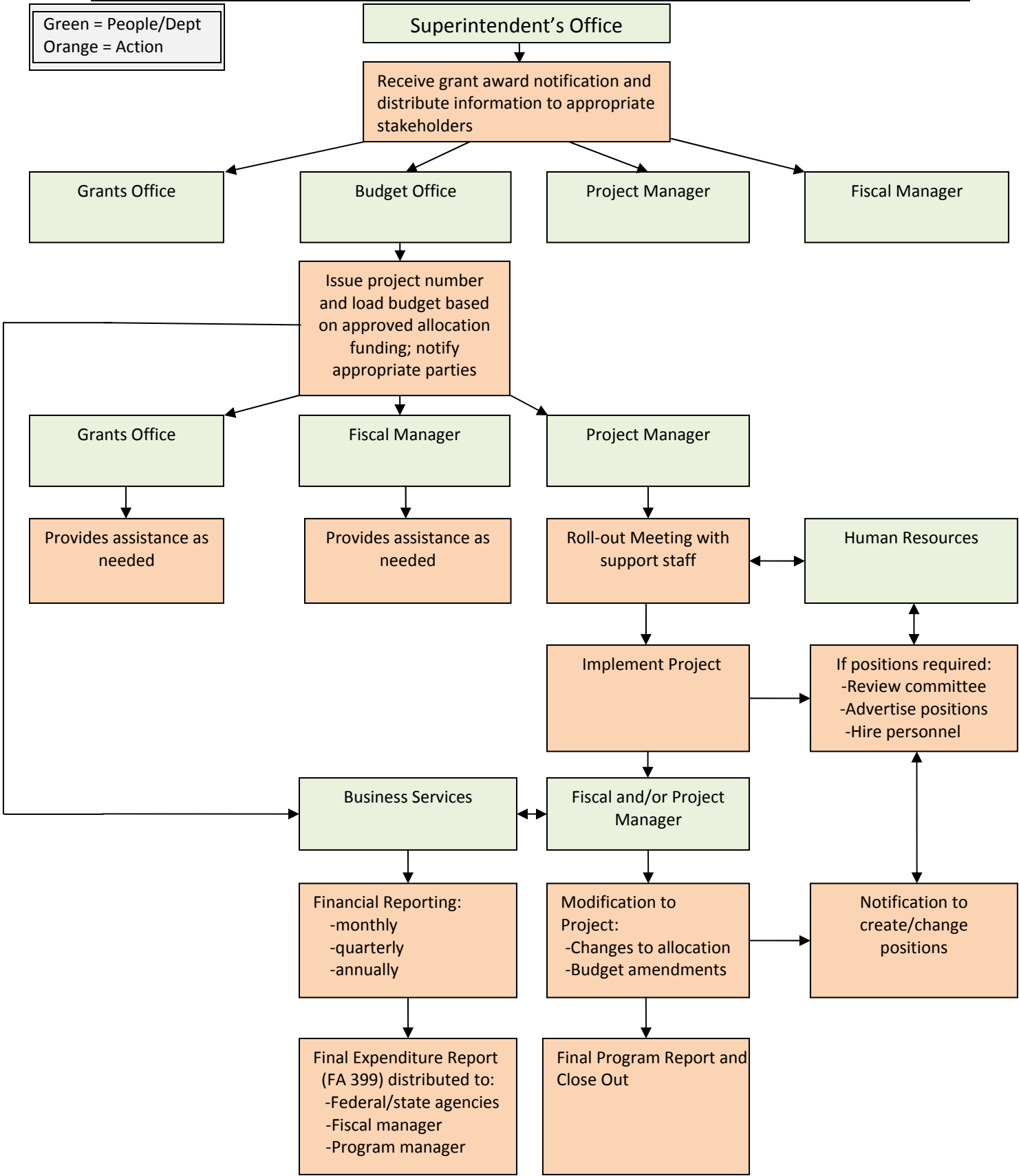
An organization or individual may file a written signed complaint with the Florida Department of Education if the organization or individual believes that any Federal statute or regulation concerning the project implementation, and activities has been violated. The complaint must be in writing and signed by the complainant, and it must include the following:

- ✓ a statement that the agency has violated a requirement of a Federal statute or regulation that applies to the program;
- ✓ the facts on which the statement is based; and
- ✓ the specific requirement allegedly violated.

## **Project Timeline**

1. The project period for new projects varies. It is most often from July 1st to June 30th of the fiscal year. It can also be from the date of notification of approval until June 30 and sometimes beyond.
2. Equipment and supply orders should be sent to Purchasing Services for processing no later than April 30th of any given year as invoices must be paid. Paperwork for consultants, stipends, and field trips must be completed and approved at least 30 days before the planned activity.
3. The Fiscal Manager (Susan Legutko) will notify project managers of specific dates and times to make sure all expenditures are processed in a timely manner, and to make sure all funds are expended in accordance with the funding agency guidelines.
4. As a rule, final evaluation reports are due to the funder one month before the end of a project. For example, if the project period is 18 months from January 1, 2010 to June 30, 2011, the final evaluation is due on May 31, 2011. For specific reporting deadlines, refer to your grant guidelines.

## II. GRANT PROCESS UPON AWARD NOTIFICATION FLOW CHART



## GRANT PROCESS UPON AWARD NOTIFICATION FLOW CHART DESCRIPTION

The chart graphically displays the process followed within the Grants Office, when a grant or special fund is received. The numbers on the flow chart corresponds with the following descriptions.

- 1a. **Grant Award Letter Received** – An award letter is received by the Grants Office from the grantor agency. The Grants Office staff reviews the grant award letter for information such as; the project period (beginning and ending date), amendment information, authorized funding information, timelines, grantor contact information, and terms and special conditions of the grantor. The Grants Office reviews the application and compares it to the award letter for changes. Any budget revisions will be requested by the Grants Office (on behalf of the project manager) and completed by the Budget Office.
- b. **Budget Department** – After completion of the grant review, the Grants Office will forward the award notification and grant application to the Budget Department, where the grant is assigned a fund number based upon the funding source. Cost centers are created and, budgets are entered into SAP.
- c. **Schools/Departments** – Once the budget has been loaded into SAP, the Grants Office will send a copy of the award notification letter to the grantee/project manager, with information to begin implementation of the grant such as: the fund number, the amount of the award, the grant beginning and ending dates, last date of encumbrance of purchases, and the date of reporting.
- 2a. **Human Resources** – It's the responsibility of the Project Manager to make sure salaried positions which are being requested, are forwarded to the review committee for position certification, grade and description review. Once the position has been approved, it is advertised by the Human Resources Department for a certain period of time; next, applications are screened, and applicants who met the position requirements are selected to be interviewed.  
**NOTE: A PCF must be submitted electronically to create a position/vacancy in SAP; a PCF is created through an SAP transaction code ZHRPCFC.**
- b. **Expenditures** – All expenditures of grant funds must stay in alignment with the goals and objectives of the grant as well as the approved budget. Any changes to the objectives of the grant or unauthorized purchases must be approved by the grantor prior to spending.
- 3a. **Project Manager/Support Staff** – The Grants Office conducts (2) two workshops a year with project managers and support staff. Information that is exclusive to managing individual funds is distributed at each workshop. Information which will be disseminated includes: updates of individual budgets, travel forms, information on consultants and substitutes. Information regarding grant management is discussed, followed by a Q & A session.
- 4a. **Preliminary Fund Implementation** – Initial implementation begins once the grant has been awarded and the project manager is in receipt of the funds. The original grant application is reviewed to identify the project objectives and timelines. Selection of grant personnel, purchasing equipment, supplies, etc. follows. The Project Manager should check the status of personnel and the budget to ensure correct set-up. A 90 day notice (from the

project beginning date) is sent to all project managers, with information on the status of the budget, commitment items, encumbrances, expenditures and balances.

- 4b. **Technical Support** – The Grants Office will provide technical support to project managers who require coordination with other departments. Technical support can include assistance with budget transfers, staffing changes, no cost extensions, evaluation reports, compliance issues and other technical support as needed.
- 4c. **Budget and Finance** – Communication between all parties involved in the process and implementation of the grant such as the project manager, Budget Office, HR, and Business Services, and the grantor or funding agency is handled by the Grants Office when necessary.
- 4d. **Department of Human Resources** – The Grants Office communicates with the Department of Human Resources to ensure all positions are classified properly, personnel additions and deletions are completed, as well as personnel allocation.
- 5a. **Final Checkpoint #1** – 60 day notices are sent to all project managers with information on the status of their budget, detailing the overall progress of their projects such as the number of purchase requisitions, outstanding ones, as well as ones which are now purchase orders. In addition, balances to date, such as unexpended balances and balances which are tied to expenditures, are provided. (This also includes 5b, 5c, 5d, as indicated on the prior flowchart found on pg.8).
- 6a. **Final Checkpoint #2** – 45 day notices are sent to all project managers with information on the status of the grant. Both budget and personnel allocations are to be checked, six-weeks (6) prior to the last day to encumber funds. Timelines are included for purchase order completions as well as funding periods for expenditures.
- 6b. **Final Compliance Report** – Most funding agencies have a requirement for a final compliance report. It should include an evaluation of activities completed, accomplishment of goals and objectives, school and community relationship, total number of instructional personnel, number of students and demographics of students served by the funds.
- 6c. **Final Expenditure Report** – A final expenditure report is available to all project managers from the Grants office on all expenditures on each budget. The Business Services Department prepares the grants final expenditures report (FA399), which is distributed to the Comptroller, U. S. Department of Education and/or the appropriate funding authority.

## District Role

### A. Timeline and Process

1. Once the application has been submitted to the funding agency, there is a waiting period between 8 to 12 weeks, as specified by the grant agency guidelines.
2. Schools, departments, Budget Office, and Business Services and other key partners are notified of the grant award.
3. The grantee will be notified whether the grant was awarded or not by the Fiscal Manager and given further instructions.
4. Once a project number has been assigned, the Grants Office will notify the school or Department that the project account is available.
5. The Grants Office will notify grantee of the time and dates of fiscal management workshops which will be available for all project managers, to help with project management.

### B. Award Notification

1. Once the application has been awarded, the funding agency will send notification to the Superintendent's Office.
2. The Grants Office receives a copy of the award notification, and will attach a copy of the award notification along with a copy of the awarded budget to the Budget Office for the assignment of a project number and input into the SAP system.

### C. Grant Project Number Process

1. In order to establish a project account and receive a project number (project number must be assigned before funds can be spent), the following steps will be completed by district staff to establish the project account:
  - a. After the Superintendent's office has received official notification of the grant award or contract, a copy of the award notification is delivered to the Grants Office and Budget Office along with a completed Duval County budget form that reflects the grant budget (Appendix A).
  - b. The Budget Office will notify the Grants Office of any changes, problems or questions that need to be resolved concerning the account.
  - c. The Budget Office will assign a unique number to your grant project and load the account into the SAP system. The Grants Office will then notify the project manager who will begin utilizing funds.

### D. Fiscal Responsibilities

1. The grantee will be notified of the award notification.
2. The Fiscal Manager will set up an appointment to:
  - a. Assist the grantee in learning how to balance and monitor your grant.
  - b. Establish day-to-day functions to maintain your account.
  - c. Establish new budget numbers (fund centers if applicable).
  - d. Assist in preparation of budget projections and spending plan.

- e. Input final budget and modifications into system.
- f. Establish project timelines.
- g. Help monitor and balance the account and be available for any questions or problems.
- h. Serve as a resource for interpreting policies and procedures; answer budget related questions and make necessary corrections.

## School / Department Role

### **A. Acceptance of grant award**

1. Review and understand district policies and regulations regarding Human Resources, accounting, record retention, etc.
2. Implement appropriate start-up activities, as outlined in the grant application

### **B. Attend Orientation**

1. There will be multiple fiscal management workshops a year which will be available to all project managers to help with grant management; the Grants Office will notify each project manager of times and dates of each workshop. Some of the topics which will be covered are:
  - Establishing new budget numbers (fund centers, if applicable)
  - Preparation of budget projections and spending plan
  - Input final budget and modifications, as well as establish project timelines
  - Monitoring techniques to use when balancing the account.

### **C. Program Implementation**

1. In working with the budget it is an important responsibility to ensure that project funds are spent in a timely manner and in compliance with the district's procedures and the funding agency's regulations.
2. Budgeted line items and program tasks must be closely related and must fit into the award timeline for audit purposes. This is most important when funds are spent for supplies and equipment.
3. Keep documentation of all expenditures; this will help to track the types of expenses incurred by the project and their rate of occurrence. If the project manager does not have access to SAP, keeping a personal spreadsheet is recommended.
4. Monitor the budget frequently, to know the balance of your account within each commitment item.
5. If a discrepancy is found, do not automatically assume that the figures are wrong. Recheck both the spreadsheet and SAP database to define any discrepancy and contact or meet with the Fiscal Manager to resolve the problem.
6. Monitor the budget to guard against overspending (such as part-time personnel going over the allotted timeframe to work), which can result in the school paying for an unbudgeted portion of the cost out of operating funds which creates a payroll suspense issue.

7. Ensure that funds are allocated for each function/object before submitting a purchase order. Make sure proper approvals are received on all purchase requisitions.
8. Purchase only those items listed in the approved project budget.
9. Pay careful attention to the ending date of the grant. Complete activities/projects on time and on budget.

#### **D. End of the Year Report**

1. Most funding agencies have a requirement for presenting the results of a project to the funding agency. Some require only a simple narrative report and some require longer more detailed evaluation reports. Other funding agencies may ask for an in-person presentation of the project to the funding agency or to professional organizations.
2. Please refer to your official award notification or contract to determine the type of reporting that is required for your project.
3. Please forward a copy of the final report to the Director of Grants. The final report will document the official completion of the project and document lessons learned or problems that occurred.

#### **E. End of Project Report**

1. As part of finalizing the project, the Business Services Office must complete an end-of-project financial report (the FA399 is required for State of Florida projects). It is the Project Manager's responsibility to request that the Accounting Department prepare a final FA399. Contact Sheila Kendrick in Business Services at 390-2328. The FA399 is remitted to FL DOE.
2. Sheila Kendrick will also send an email notification to parties notifying them that particular grants are closing, indicating the ending dates, final payment dates, and what activities must be finalized (please see example below). Once all grants have officially closed, a final notification is sent.
3. Please make special note of the last day that project funds can be encumbered. **No one will be permitted to expend project funds after this date** and any remaining funds must be returned to the funding agency.
4. When funds are returned to an agency, it not only looks like you have not implemented the project as the funding agency expected, but it also means that your program did not receive the full benefits that were planned.
5. Failure to implement projects as contracted may jeopardize future funding of projects with the agency. Please take care to implement the project as proposed.

## **GRANT CLOSING EMAIL NOTIFICATION EXAMPLE**

**Subject:** FW: June 30th Closing Grants

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**From:** Kendrick, Sheila M.  
**Sent:** Wed 7/15/2009 5:35 PM  
**To:** Project Managers and other impacted parties  
**Subject:** June 30th Closing Grants

The following list of grants with **Period Ending Date June 30** and **Final Payment Date July 31** will close as scheduled.

**48284,48291,48365,48548,48564,48599,48611,48620,48697,48698,48700,48704,48705, 48708, 48710,48712,10355,10356**

The grants will close out as soon as possible after the final payment date to meet the Final Liquidation and DOE399 report expiration date of August 20<sup>th</sup> as noted on the grant award notifications.

In order to facilitate the preparation of the Final DOE399 Reports by Business Services, please have all activities finalized by **July 31, 2009**.

- Final goods receipts
- Final goods receipts reversals
- Final prepayments
- Final travel reimbursements
- Final air travel
- Final p-card validation and payments
- Final blanket orders payments & cancellation
- Final invoice payments
- Final payment of timesheets and clean-up
- Final benefits payments and clean-up
- Final commitment corrections of expenditures' function and object
- Final journal entry request
- Final ledger review
- Final check issuance
- Final close-out of **all** requisitions (commitments) and purchase orders (encumbrances)
- Final list of closing purchase orders submitted to Donna Blizzard
- Final PCF corrections
- Final payroll suspense
- Final budget balance with award notification
- Final GR/IR clean-up
- Final Accrual payments
- Final reallocation of expenditures to the list

**Note: Terminal Leave pay-outs are considered unallowable cost in federal projects and must be excluded from the grants.**

The grants listed in the printout below have low or moderate risk of not meeting the final payment deadline. Your immediate attention is needed to clear all outstanding encumbrances.

Also, projects showing outstanding commitments (requisitions) must be cancelled immediately per award notification. All requisitions should have been converted into purchase orders by June 30.

If you need assistance with meeting the deadline, please contact Susan Legutko. Thanks,

4.7 BCS - Budget/Commitments/Encumbrances/Expenditures by Fiscal Year

Report: ZFIFM\_DRILLDOWN\_BCS Duval County Public Schools Page: 1  
 Date: 07/15/2009 4.7 BCS - Budget/Commitments/Encumbrance/Expenditures for Fiscal Year 2010 UserID: KENDRICKS  
 Time: 17:26:05 Report by Fund System: SBP/220

Fund: 48284 LEGEND: FC=Fund Cntr, PR=Period  
 FArea:ALL CItem:ALL FCntr:ALL CI=CItem, FA=FArea, FD=Fund

DRILL FUND	BUDGETED	COMMIT ITEMS	ENCUMBRANCES	EXPENDITURES	UNEXPENDED
<b>EXPENSE</b>	<b>20,759,406.85</b>	<b>1,243.90</b>	<b>1,325,686.43</b>	<b>2,512,635.08</b>	<b>16,919,841.44</b>
FA FC 48284-Title X Part C-Home1	6,105.37	0.00	290.00	0.00	5,815.37
FA FC 48291-Title I Part A AYP	274,234.13	0.00	0.00	164,911.86	109,322.27
FA FC 48365-Title III, Part A	196,105.82	1,037.15	69,330.55	10,400.16	115,337.96
FA FC 48564-Enhanced Instruction	484,916.92	0.00	100,999.10	246,133.44	137,784.38
FA FC 48611-Title II Part D EETT	190,455.06	0.00	10.95	21,869.63	168,574.48
FA FC 48620-Carl D Perkins Caree	88.93	0.00	0.00	230.96	319.89
FA FC 48697-Carl Perkins 08/09	212,995.95	0.00	22,572.14	58,224.72	132,199.09
FA FC 48698-Title I 08/09	7,380,790.72	0.00	791,810.29	1,373,141.08	5,215,839.35
FA FC 48700-Title I Part D 0809	114,746.68	0.00	19,432.99	1,612.48	93,701.21
FA FC 48704-IDEA PreSchool 08/09	368,064.35	0.00	137.85	327.72	367,598.78
FA FC 48705-IDEA Part B 08/09	8,464,506.60	206.75	124,743.67	569,205.21	7,770,350.97
FA FC 48708-FDLRS Gen Rev 08/09	7,507.83	0.00	0.00	121.25	7,386.58
FA FC 48710-Title II 08/09	3,050,966.48	0.00	188,475.28	65,431.06	2,797,060.14
FA FC 48712-Title IV Safe & Drug	7,922.01	0.00	7,883.61	1,487.43	1,449.03
<b>REVENUE</b>	<b>20,759,406.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,759,406.85</b>
FA FC 48284-Title X Part C-Home1	6,105.37	0.00	0.00	0.00	6,105.37
FA FC 48291-Title I Part A AYP	274,234.13	0.00	0.00	0.00	274,234.13
FA FC 48365-Title III, Part A	196,105.82	0.00	0.00	0.00	196,105.82
FA FC 48564-Enhanced Instruction	484,916.92	0.00	0.00	0.00	484,916.92
FA FC 48599-Title I School Choic	0.00	0.00	0.00	0.00	0.00
FA FC 48611-Title II Part D EETT	190,455.06	0.00	0.00	0.00	190,455.06
FA FC 48620-Carl D Perkins Caree	88.93	0.00	0.00	0.00	88.93
FA FC 48697-Carl Perkins 08/09	212,995.95	0.00	0.00	0.00	212,995.95
FA FC 48698-Title I 08/09	7,380,790.72	0.00	0.00	0.00	7,380,790.72
FA FC 48700-Title I Part D 0809	114,746.68	0.00	0.00	0.00	114,746.68
FA FC 48704-IDEA PreSchool 08/09	368,064.35	0.00	0.00	0.00	368,064.35

## Government

### A. District Files

Copies of all information pertaining to the project are kept in the Office of Grants. These files also assist the district with state and federal audits.

### B. Government Report

Grantees are responsible for preparing a FINAL Performance Report after the project has ended. (Cooperative agreements might require additional items as well.) The Department of Education requires that all grantees send this final report within 90 days after the end of the project period. Attachment B of the Grant Award Notification provides details about the report that must be submitted under the program. Be sure complete and accurate information is always provided in the report and include the PR/Award number of the project.

## Personnel/Payroll

### A. Personnel

1. A Position Change Form (PCF) must be completed and established through Budget and Human Resources before a position can be filled. The transaction code in SAP is ZHRPCFC. Another transaction code, ZHRPCFR, will allow the originator to utilize a former PCF to create a new one; this transaction is “create by reference.”

**Note: The PCF approval process flows through multiple departments. Once staffing approves it, then the PCF is complete.**

2. The originator (who the project manager has asked to perform this function) must complete a PCF form electronically in SAP (make sure to fill in all information necessary to avoid delays in the PCF being processed) for a position to be established.
3. The PCF is then forwarded to the project manager for approval, who electronically sends it to the Budget Office for processing, after which the PCF is sent to Position Control (for the position to be created), then to Staffing (HR) for final processing, which ultimately leads to a position established in the grant. Notes regarding the status of the PCF can be found by clicking on the show/hide comment panel (Ctrl + F9) by accessing either of the following transaction codes in SAP: ZHRPCFD (display a PCF) or Y\_SED\_95000329 (PCF Item List).
4. Once a position(s) has(ve) been set-up on SAP, the project manager can now begin the process of hiring someone to fill the position(s).
5. Since the Project Manager should have SAP access, he/she may want to access The SAP Business Workplace on a daily basis. This area is found under Menu > Business Workplace. This area is the Outlook version of SAP. Email notification is displayed when transactions need to be reviewed by the project manager, at times requiring the project manager to take action.
6. Unfortunately, all persons hired for grant positions do not understand that they are being paid from time-limited funds. To eliminate confusion on the part of all persons, new persons hired on grant funds should be notified of their appointment to a grant funded project in writing and provided with the end date of their assignments.

## **Clarification of Substitute, Temporary and Part-Time Personnel**

- Substitute** Use of a substitute requires an instructional absence or vacancy. Kelly Services can be used for substitute teachers. Substitutes are budgeted in object 313 (Kelly subs). Any grant/project paying for substitutes must include this line item in the budget. Amount charged by vendor (Kelly) for substitutes varies.
- Temporary** Temporary positions are positions that will not exist beyond six consecutive calendar months. Temporary positions are budgeted in object 758, with benefits budgeted at **3%** in object 200.
- Part-Time** Non-teaching positions can be hired **for five (5) hours or less per day and more than six months**. Part time teaching positions can only be hired for less than a full contractual teaching load which is five periods per day. Part-time positions should be budgeted in the appropriate commitment item. Benefits are calculated at **20%** in object 200.
- Benefits** Any employee working full-time and earning retirement benefits or part-time and earning retirement benefits must receive benefits for all other work they do regardless of hours or months employed.

### **B. Time Sheet Submission**

1. Always check SAP (transaction code PA20) to make sure the employee has been set-up before he/she begins a work assignment. If checking a multiple assignment, input info type 554 for additional information.
2. Payments cannot be made to an employee that is part-time hourly or regular hourly pay (RHP) until an original, signed timesheet has been received in Payroll. All funding unless instructed otherwise should be on white paper.
3. A part-time hourly form must be completed if employees are writing curriculum, or teaching workshops.
4. Kelly Educational Staffing substitute teachers' Payroll is all electronic. The Kelly sub is responsible for electronically entering their time each week. Each school's Kelly Web Time keeper will receive e-mail notification and verify the time electronically through the KellyWebTime website.
5. The Project Manager must sign-off on all time sheets (full-time or part-time), and work times should be verified before time sheets are submitted. Timesheets are retained at the school except for those employees who perform additional work at locations other than their home schools. Those timesheets are given to Payroll for processing. The employee must sign-off on the timesheet as well.

6. Accounting information must be included to ensure proper posting of costs (project number, fund center, and function and object).
7. Where required, timesheets must be submitted to Payroll according to the Payroll schedule in order to be paid in a timely manner. (See Appendices F and G).

### C. Stipends

1. A Position Change Form (PCF) must be completed electronically for teachers who are conducting workshops using their regular hourly rate of pay.
2. A stipend form must be completed for teachers who are attending workshops. The rate of pay for stipends is \$10 an hour plus benefits at the district's rate; if changes to this rate occur, District personnel will be notified.
3. Make sure that teachers who are conducting workshops are set-up by Staffing before the workshop is scheduled.
4. All stipend forms must be sent to the Budget Office two weeks before the activity to verify sufficient funds. The Budget Office will send a copy of the stipend form to Human Resources who sets up the position in the system, and forwards the form to Payroll for processing.
5. Make sure stipend forms have been completed by the Budget Office and have been set-up in the system by Human Resources and sent to Payroll before workshops are scheduled. This will eliminate any delays in payments.
6. At the conclusion of the workshop, each participant should complete a stipend form timesheet and each teacher who conducted the workshop must complete an RHP timesheet. All timesheets may now be on white paper.
7. All timesheets must be signed by the project manager and the participant before they are sent to Payroll. Make sure the fund, fund center, function and object are also included. Forms must be forwarded to Bruce Scheeley in Payroll.
8. Keep copies of all forms on file. (See Appendices G & G1 for Stipend forms and instructions).

**NOTE: Full-time instructional personnel are paid stipends of \$10.00 per hour plus benefits for hours of service beyond their normal work day. Non-instructional personnel are paid part-time hourly pay plus benefits. (Benefits are subject to change every year; please verify current rate with the Budget Office).**

#### **D. Part-Time/Temporary Personnel**

Part-time non-teaching positions can be hired for **five (5) hours or less per day and more than six months**. Part time teaching positions can only be hired for less than a full contractual teaching load which is five periods per day.

Temporary positions are positions that will not exist beyond six consecutive calendar months.

**NOTE: Only 10-month certificated and non-certificated personnel employed by the Duval County School Board qualify under part-time hourly category.**

1. To hire part-time personnel, a Position Change Form (PCF) must be completed electronically in SAP by the originator (designated by the project manager). Make sure funding is in place before submitting the PCF. If funding is not in place, do a budget transfer (BT) and indicate the BT number on the PCF. A budget transfer is done by performing Transaction Code ZFMBB.
2. The PCF will be reviewed by the Budget Office, to make sure it is acceptable and your project has available funds. If your PCF is rejected by the Budget Office, it will be returned to the project manager for clarification. The project manager will return it to the originator for correction. If approved, the Budget Office will perform position/org structure changes to accommodate your request.
3. Budget will then send the PCF to Human Resources who will set up the new position in the system, which can be retrieved by the Payroll and Benefits Departments. Check to make sure the position has been set-up in the system before the planned activities.
4. Have each employee complete an hourly time sheet, signed by the employee and the project manager. The hourly time sheet will be sent directly to Payroll for processing.
5. Keep copies of all time sheets on file. For future reference, note the total amount expended on the bottom of your copy.

#### **E. Substitutes**

When substitute teachers are employed to replace specially funded teachers for reasons of sick leave or attendance to various conferences, curriculum workshops, etc., these expenditures will be charged to the budget of the grant or special fund from which the teacher's **salary** is paid. When the Kelly invoice is processed, the project/grant manager will receive a spreadsheet reflecting the itemized record (teacher's PN, name, date of absence, cost center, funding, and amount coming from the budget to pay the vendor). Project/grant manager will also receive a budget spreadsheet noting any deficits in the budget that must be cleared before the invoice can be posted.

The Cost Override functionality within the Kelly Services Directory in SAP can be used to override the programmatic costing on the Kelly Invoice for those projects/grants with fund numbers. Please see the follows for directions.

# KELLY PROJECT MANAGER DOCUMENTATION

- **SAP ROLE:** ZFIAP\_KELLY\_PROJECT\_MANAGER  
**SAP TRANSACTION CODE:** ZKELLY\_COSTING

You must be set up with this authorization in SAP to perform any cost overrides for the Kelly invoice.

## **Kelly Process:**

- Kelly is sent a file from SAP every day to upload teacher/para information—new hires, personnel changes, etc. for upload into KASS.
- Teacher/para or school admin enters teacher absence or absence on existing vacancy and may or may not request a substitute. (You will only see invoice records when a sub works for that teacher or in that vacancy on an invoice.)
- Substitute verifies time via Kelly Web Time.
- School audits/verifies sub time via Kelly Web Time.
- Kelly generates invoices and e-mails to Sandra Maner. (invoice based on our Payroll periods, adjustment invoice for any records not previously sent or corrections)
- Sandra Maner processes invoices (performs some cost overrides, removes error records, etc.)
- Sandra Maner runs final edits and e-mails applicable spreadsheets to distribution list with deadline for completion.

## **Examples of Spreadsheets:**

- Use Inv\_Budget spreadsheet to see where funds are needed.
- Use Inv\_Costing spreadsheet to view details of what has been costed to your fund/budget. Please review this **even if there are no funds to add!**
- Move funds to cover deficits, and make cost overrides as necessary. Sent BTs to your budget person as necessary. Cost overrides to 10000 need to be sent to budget with explanation.

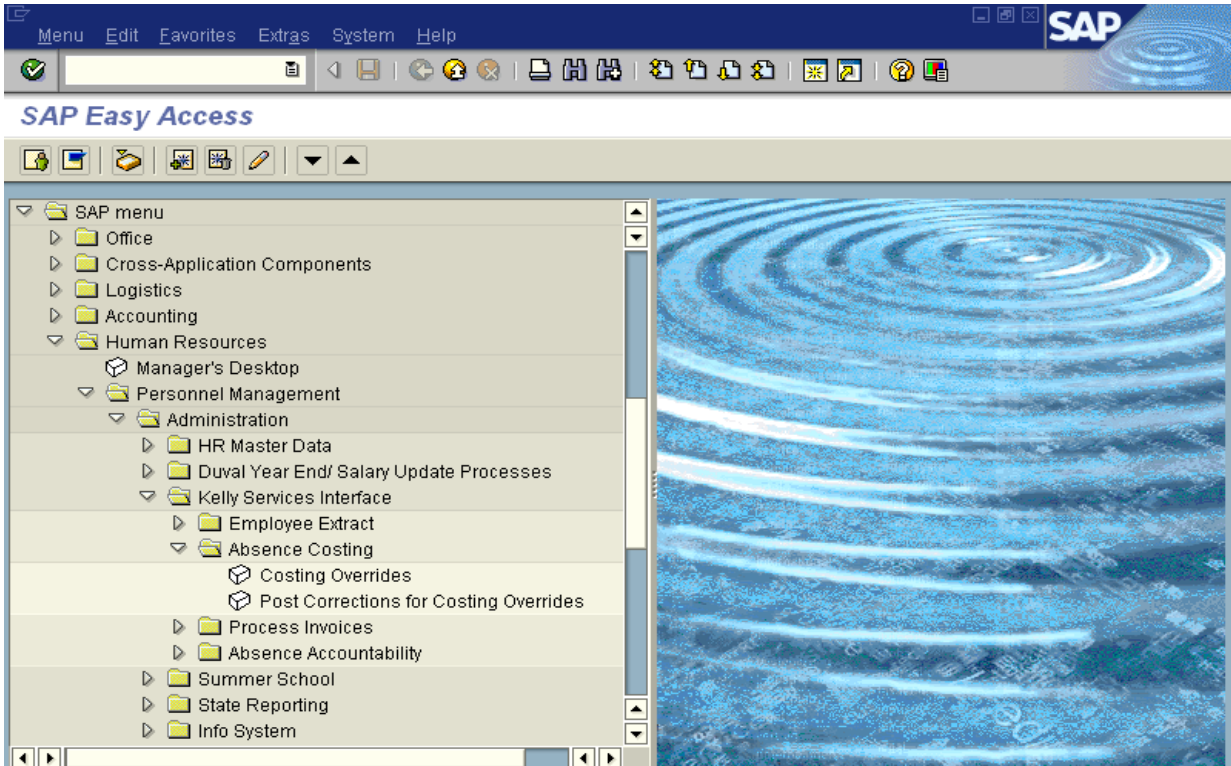
**PLEASE ADHERE TO DEADLINES!**  
**HAVE A BACKUP IN CASE YOU ARE ABSENT!**  
**CALL SANDRA MANER IF YOU CANNOT MEET DEADLINE!**

**Sandra Maner**  
**Supervisor, HR Employee Support 390-2106**

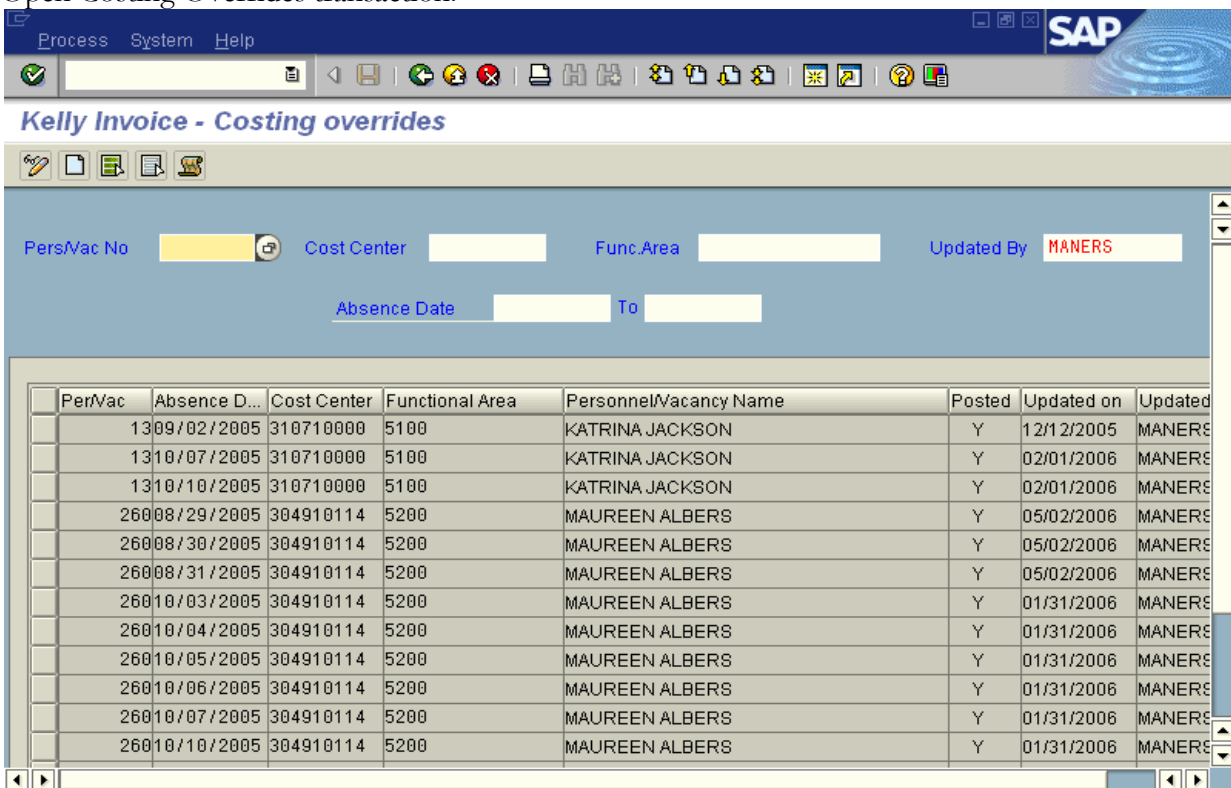
# COST OVERRIDE FUNCTIONALITY

Use this transaction to enter changes to costing for invoice records.

SAP Path or transaction code ZKELLY\_COSTING



Open Costing Overrides transaction.







To change information already saved, find the record, click the box in front of the item to choose it, and edit or delete as necessary.

Per/Vac	Absence D...	Cost Center	Functional Area	Personnel/Vacancy Name	Posted	Updated on	Updated
1309/02/2005	310710000	5100	KATRINA JACKSON	Y	11/15/2007	MANERE	
1309/08/2005	310710000	5100	KATRINA JACKSON	Y	12/21/2005	SLOBOC	
1310/07/2005	310710000	5100	KATRINA JACKSON	Y	02/01/2006	MANERE	
1310/10/2005	310710000	5100	KATRINA JACKSON	Y	02/01/2006	MANERE	
1310/12/2005	310710000	5100	KATRINA JACKSON	Y	02/01/2006	SLOBOC	

**Note:** You may enter/change records before or after the invoice has been posted. If the invoice has been posted, a transaction will be run by Accounts Payable to post journal entries to fix those transactions. Click the pencil icon to change.

**Please be sure entries in this transaction are correct BEFORE SAVING. Otherwise, the change will just stay on the list and never post.**

**PROJECTS/GRANTS PAYING FOR SUBSTITUTE WHERE  
NO DISTRICT FUND NUMBER IS AVAILABLE**

Contact Sandra Maner’s office for the costing details of the amount funded from your school’s budget for the substitute. You can then communicate that amount to the grant and have them issue a check to the school to reimburse the school. Once the check is received, Accounts Receivable must be contacted and given the details of where to reimburse the monies when the check is deposited.

# Travel/Transportation

## A. Travel

Out-of-county travel must be approved prior to travel by the Project Manager. **All travel must be in accordance with District Policies and Procedures.** In order to process paperwork for travel, the following forms must be submitted:

1. A leave form must be completed and approved.
2. Meal allowances must be authorized prior to travel; authorized fixed meal rates exist for travelers (per diem):

**Breakfast (\$10):** Travel must **begin before** 6 AM and **extend beyond** 8 AM

**Lunch (\$14):** Travel must **begin before** 12 PM and **extend beyond** 2 PM

**Dinner (\$26):** Travel must **begin before** 6 PM and **extend beyond** 8 PM

3. Upper portion of the travel expenditure statement (request for travel - see Appendix J).
4. Agenda, letter, or invitation as well as program upon return.
5. Hotel confirmation number showing all costs on hotel letterhead.
6. No later than **fifteen (15) calendar days** from the last day of travel can claims for out of country travel reimbursement be submitted to Accounts Payable.

### Items needed upon return

7. Itemized hotel receipt (showing a zero \$0.00 balance, registration receipt, tolls, etc., transportation receipts, proof of mileage (if applicable)).
8. Bottom portion of the travel expenditure statement (request for reimbursement – see Appendix J).
9. Send all completed forms along with itemized receipts to Accounts Payable for reimbursement.
10. Work-related travel for designated personnel should be based on fifty five and one half cents (\$0.555) per mile, subject to change. Also verify that this rate is still in effect by verifying the rate in the travel guidelines.

**NOTE: The travel forms and travel procedures found in this manual are subject to change. Contact the Accounts Payable Department for any updates. See Travel Guidelines & Procedures and Traveler's Checklist via these links:**

[http://www.duvalschools.org/static/aboutdcps/departments/business\\_services/DCPS%20Travel%20Guidelines%20and%20Procedures%202010-2011%20updated%20April%202011.pdf](http://www.duvalschools.org/static/aboutdcps/departments/business_services/DCPS%20Travel%20Guidelines%20and%20Procedures%202010-2011%20updated%20April%202011.pdf)

[http://www.duvalschools.org/static/aboutdcps/departments/business\\_services/Travelers%20Checklist%202010-2011.pdf](http://www.duvalschools.org/static/aboutdcps/departments/business_services/Travelers%20Checklist%202010-2011.pdf)

## **B. Field Trips**

1. Secure a bus contractor for the trip(s).
2. Complete the Federal Transportation Field Trip Expense Voucher for Buses form.
3. A purchase requisition needs to be created by the project manager (or designee) to pay all approved expense vouchers for buses. The transaction code in SAP is ME51N.
4. Upon completion of the trip, forward the verified and approved bus voucher form to Accounts Payable within 3 to 5 business days after the trip is completed for processing.
5. Keep a copy for the school's file.

For more information regarding travel, check the district website:

[http://www.duvalschools.org/static/aboutdcps/departments/business\\_services/accounts\\_payable.asp](http://www.duvalschools.org/static/aboutdcps/departments/business_services/accounts_payable.asp)

## **Purchasing**

### **D. Purchase Requisitions and Orders**

All requests to spend grant funds must receive proper approval prior to purchases, from the Project Manager and in the guidelines of the grant. Purchases made without the proper approval will be considered unauthorized. Before requisitioning supplies or equipment, the project manager should refer to the grant's budget narrative and the district's Bid Book Catalog which contains lists and prices of available items for the school board at discount prices. Items which are listed in the Bid Book Catalog and those which are stored in the School Board's Storeroom should be requisitioned first before ordering from outside vendors. One can access the Bid Book Catalog and the Materials Catalog through the same SAP transaction, Y\_SED\_95000006; once one enters this transaction, one can select the radio button for either the Bid Book Catalog or the Materials Catalog (storeroom).

Any purchases equal or above \$25,000.00 require board authorization. All purchases between \$5,000 - \$24,999.99 require the Purchasing Department to acquire competitive quotes from at least three (3) other sources prior to a purchase order being created. Purchase requisitions within this dollar range will not be issued by Purchasing until a vendor is selected through the competitive process. Purchases between \$1,000 - \$4,999.99 require written confirmation of pricing from suggested vendor. However, it is at the buyer's discretion to solicit additional quotes. All purchase requisitions for computer hardware and/or software must be submitted to the Division of Technology for approval.

## Storeroom Orders

To order materials/supplies from the storeroom a goods issue form must be completed electronically on SAP, under Goods Issue transaction code MIGO\_GI (see Appendix K). A copy of the Storeroom Catalog is sent to each school annually. Please see your school bookkeeper for a copy of the catalog or access it using the SAP transaction Y\_SED\_95000006.

- ✓ Storeroom orders do not need to be 01 released or goods receipted.
- ✓ Storeroom orders are immediately invoiced and deducted from your budget; they show as immediate expenditures.
- ✓ Changes to storeroom orders are made by calling the warehouse, 858-1499.

Always keep copies of your storeroom orders, and proof of payment for your records.

## Furniture, Equipment, Supplies, and Material Orders (not located in the storeroom)

1. A purchase requisition form must be completed electronically on SAP, transaction code ME51N, to order materials, equipment, and request services for both bid and non-bid items.
2. Each requisition must be totaled for that order only; don't put multiple orders on one requisition.
3. Do not mix items from different bid vendors on the same requisition form.
4. Do not submit a requisition form with a total cost under \$10. If it is under \$10.00, ask Accounts Payable to do a direct pay for the item.
5. For non-bid items totaling under \$750, one should attempt to secure a local (Jacksonville) source and obtain firm, discounted price(s). Enter the following information in quotes: "enter name of person who provided pricing and phone number, if possible." Please note, it must be a written quote including shipping charges, not a verbal quote. You must attach a written quote from the vendor. If unable to acquire a written quote, a verbal quote is acceptable. Write that a verbal quote has been acquired on the quote(s).
6. For non-bid items over \$750, do not type quotation information on the face of the requisition. Ask for a written quote if the item is \$750 or more, with vendor name.
7. All fields must be filled in and entered into the SAP system for processing.

**Note 1:** An enhancement was rolled out in 7/2009 that requires a "federal fund message" to appear on Purchase Requisitions costed to a federal fund (five digit fund sequence begins with a 4). If this federal fund message is not in the header note, a check message will be appear prompting the end-user to add the following message:

**Items on this Purchase Order must be delivered and invoice(s) received by \_\_\_\_\_.** **Items not delivered and invoiced will be cancelled from PO.**

*This message is required for each separate federal fund and the PR can't be saved.*

**Note 2:** For PRs costed to ARRA funds, a reporting code on the Customer Data Tab must be entered. When checking the PR prior to saving, a prompt message will appear if this has not been done..

8. Please make sure that the purchase requisition has pertinent information that will help the Purchasing Department to expedite the purchase requisition such as (i.e. “must deliver by date” and “invoiced by date”) written in the purchase requisition header. If the requisitioner does not include this information, it is up to the project manager at the 04 release level to include the information. *Note: If federal fund, refer to # 7.*
9. After the requested goods or materials have been received, check to make sure all items are correct and are in satisfactory condition by performing a goods receipt online in SAP by utilizing transaction code, MIGO\_GR (see Appendix N).
10. Once the invoice has been received by Accounts Payable, a payment will be sent to the vendor within a thirty day period pursuant to the Prompt Payment Act. Always remember to keep a copy of the purchase order and subsequent paperwork for your records.

(See Appendix L for instructions on creating a purchase requisition K assignment and Appendix M for instructions on creating a purchase requisition A and R assignment).

## **G. Consultants**

1. Before hiring an outside consultant, please make sure there is no one already employed by the district who has the needed expertise or can provide services without detriment to their regular assigned programs (e.g., taking teachers away from their classrooms).
2. Conduct preliminary negotiations with the consultant, request a resume of the consultant's background experience, to see if he/she qualifies for the position, and make a tentative selection. Fees must be in accordance with the schedule of consultant fees approved by the board.
3. All Memorandums of Understanding (MOU) or contracts between the project manager and the consultant must first be reviewed by Human Resources and then requires final approval by the superintendent. The document must include the responsibilities of each party and an itemized price list with the total cost of the project. Original agreements should be retained in the Grants Office.
4. If the Project Manager is hiring an outside consultant who is not set-up in the system, the consultant must complete a Vendor Application and a Request for Taxpayer

- Identification Number and Certification form (W-9). Both forms can be obtained from the Purchasing Department. These are found on the district website: about dcps > dcps departments > purchasing services > vendor information. Once completed, these forms can be faxed to Cammie Wise at 858-4868 for processing.
5. Processing the new vendor application and W-9 form by Purchasing takes from 1-2 days; always check to make sure the consultant has been completely set-up in the system, before conducting the workshop.
  6. Make sure that funding is available and under the correct function and object.
  7. Before a workshop/event can take place or a purchase requisition can be created, the signed original document of agreement between the consultant and the DCPS representative must be on file.
  8. Create a purchase requisition which includes the following: the funding source, function/object, name of the consultant, the beginning and ending date and time of the workshop(s) or event, a brief description of the workshop, and itemized price list with the total cost of the event.
  9. **Always remember that a purchase requisition should never be created after the goods or services have been received, (contact the Purchasing Department for additional information).**
  10. Keep copies of expenditures and receipts from the consultants.
  11. Once the event has taken place, the consultant should send an itemized invoice on what the event entailed; the project manager should compare this itemized invoice to the agreement document signed by the consultant to compare for accuracy; once verified, a goods receipt should be completed and a copy of the purchase order and original invoice should be sent to Accounts Payable for processing.

## H. Journalizing

- ✓ When using the main fund center to acquire a consultant to conduct a workshop or seminar, and purchase the materials/supplies used, in which teachers from other schools within the district will participate, the total expense must be calculated and evenly distributed to each school as an expense; this process is called Journalizing. It is the movement of expenditures from one main fund center and fund to being evenly distributed among the schools who participated. (See Appendix H for the Journal Entry Request form).

Frequently used travel forms downloaded from Duval County Public Schools website:  
[http://www.duvalschools.org/static/aboutdcps/departments/business\\_services/accounts\\_payable.asp](http://www.duvalschools.org/static/aboutdcps/departments/business_services/accounts_payable.asp)

## **TRAVEL**

### **NEW GUIDELINES AND PROCEDURES**

**Mileage Rate through June 30, 2011: 51 cents per mile**  
**Mileage Rate effective July 1, 2011: 55.5 cents per mile**

Paymode / Reimbursement:

- [Employee Reimbursement Memo](#) (PDF)
- [Employee Reimbursement FAQ](#) (PDF)

Important Forms:

- [DCPS Travel Guidelines and Procedures](#) (PDF)
- [Prepay Travel](#) (PDF)
- [Out of County Travel Form](#) (PDF)
- [In County Travel Form](#) (PDF)
- [Alternate Email Form](#) (PDF)
- [Travel Checklist](#) (PDF)

## **E-Payables**

E-Payables is a new program implemented by the Duval County Public Schools System. This program allows the District to pay vendors via credit card and turn around vendor payments in a short time frame.

Vendors participating in the E-Payables program are not subject to the normal payment terms of "net 30 days". Payments are made as soon as Accounts Payable receives an invoice from the vendor and is notified that the goods have been received or services have been rendered.

**[E-Payables / Credit Card Payment Information Brochure](#)**

You can download the following forms:

- Affidavit ([PDF](#)) ([EXCEL](#))
- [Form W-9](#)

## VI. FREQUENTLY ASKED QUESTIONS

### 1. What is the Grants Office?

The Grants Office serves as the clearinghouse for all opportunities and grant seekers to advance the mission of the district, prevent duplication of efforts and maximize grant revenue for the district. A full description of our services can be found at: <http://www.duvalschools.org/static/aboutdcps/departments/special/grants/>

### 2. Why do I have to work with the Grants Office? Why can't I just submit my own grants?

Duval County Public Schools requires that **all grants \$10,000 and more should be sent to the Office of Grants for review and processing; Grants \$100,000 or more must be approved by the Duval County School Board;** No grant funding (\$100,000 or more), can be received or expended by a school or district office unless the School Board has approved the receipt and expenditure of funds as described in the grant proposal. Also, in cases where the funding agency authorizes funds that are different from those presented and approved by the School Board, the School Board must approve the changes in the amount of funding and the corresponding changes in the program. In addition, the Grants Office staff has specific expertise that will increase the competitiveness of grant proposals and may increase chances of award.

### 3. What if I am a new project manager or teacher and have taken over responsibilities of managing an existing project?

Start by meeting with your Principal or Supervisor to discuss your role as a project manager. Next, review the funding agency guidelines on expenditures and project period; also review records and documentation on what has already been expended and what is unexpended. Contact the Grants Office for further clarification; it may also be necessary to set up a meeting with the Grants Office for any other questions about the project requirements, policy interpretation, reporting requirements and budget spending.

### 4. Now that I have received funding, how do I go about accessing the funds?

All state and federal funds are loaded in the SAP system. By this time, a copy of your award notification and fund number from the Grants Office should be received. Check to verify that the award amount matches the amount in the system. Depending upon the type of expense(s) determines the type of method to use. For example to purchase equipment, the creation of a purchase requisition is required; to add, delete, or change an employee status under the grant requires a PCF.

### 5. Can I use funding to purchase items that are not written in the application or approved budget?

No. That is a violation of the project agreement between the grantee and the funding agency and may result in cancellation of the grant and reimbursement of the funds. Before any changes can be permitted, a written request for a change known as an amendment must be sent from the grantee to the funding agency and must be approved by the funding agency before such action can be taken.

### 6. My Project ends soon, but I have not spent all of the funds, what should I do?

Most project periods are normally one year in length; some are longer and some are shorter. It is very important to know the deadline for spending funds, which may be different than the project end date. If you have not succeeded in spending all funds allotted you can request a no-cost extension from the funding agency, to allow a certain

time period beyond the end date to spend remaining funds. For state and federal grants, use forms 150 and 151.

**7. What is a NO-Cost Extension?**

While funding agencies expect grantees to spend allocated funds by the stipulated end date, occasionally extra time is needed. A no-cost extension gives the grantee extra time to complete the scope and objectives of the project without additional funds being provided by the funding agency. If approved, the no-cost extension will allow the grantee to expend remaining funds during the no-cost extension period. In the event the request is not approved, costs incurred after the end date would not be permitted.

**8. What are indirect costs and why do I have to budget for them?**

Indirect costs are the costs to run a grant that are not directly attributable to project activities. Examples of indirect costs include those incurred by the physical plant (to provide space and utilities), Human Resources (to hire staff and address employee-relations issues), financial services (to pay invoices and ensure fiscal accountability), and research (to collect data).

**9. My grant ends June 30th. Do I have until the end of June 30th to expend funds?**

No. While the project period is June 30<sup>th</sup>, the district gives a timeline in which certain spending may end earlier than the project period. This time-line varies from year to year and is established by the Budget and Business Service Offices. Contact the Budget Office for dates and times of budget closings.

**10. After the project is completed, what is next?**

The Budget Office begins steps to officially close out a grant after the expiration or termination of grant support (i.e., usually after the end of the project period). During the grant closeout, the Grants Office along with the project manager, makes sure that all applicable administrative actions, as well as the required work of a grant project, have been completed and that all federal funds have been properly accounted for.

**11. What are my responsibilities after the project?**

Grantees are responsible for preparing a FINAL Performance Report after the project has ended. (Cooperative agreements might require additional items as well.) The Grants Office requires that all grantees send this final report within 90 days after the end of the project period. Attachment B of the Grant Award Notification provides details about the report that must be submitted under the program. Be sure accurate and complete information is provided in the report and include the PR/Award number of the project.

**12. Do I keep records related to the project?**

Yes, almost all of the Grants Office programs fall under the record retention provisions of the General Education Provisions Act (GEPA); this requires individuals to maintain grant records for three years after the completion of the activities for which project funds were used (usually interpreted by the Grants Office as three years after the end date of the project period). The Grants Office can answer any questions about record retention or any other questions pertaining to grants.

## VII. GLOSSARY OF TERMS

**Applicant** – A school district or other agency seeking a grant award.

**Budget** – The applicant’s financial plan, in terms of accounts and amounts showing use of funds for carrying out fund objectives, services or activities as found on the project budget summary and disbursement report and on other budget documents required by the Florida Department of Education.

**Carryover** – The unspent balance of a fund to be continued under the same fund award into subsequent budget periods of the next fiscal year.

**Grants Office** – This office may assist schools/departments in finding and applying for external funds for the support of existing programs and the development of new ones.

**Fiscal Manager** – Serves as the liaison between the Project Director and other departments such as Budget, Accounting, Accounts Payable, Payroll, Purchasing, and Human Resources. The Fiscal Manager will monitor and assist in balancing grant accounts as necessary.

**Funding Agency** - The term often denotes funding obtained through a competitive process, in which potential research or developmental projects are evaluated and only the most promising receive funding. Such processes, which are run by government entities, corporations or foundations, allocate funds.

**Grantee** – The government or non-government entity to which a grant is awarded and which is accountable to the funding agency for the use of the funds provided.

**Journalizing** – An accounting procedure used to transfer expenditures from one funding source to another with justifiable cause.

**Personnel Change Form (PCF)** – Used to add, delete, or change a position.

**Private, Nonprofit Organization** – An agency, organization or institution, not under federal or public supervision or control, which is owned by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

**Project/Fund** – Services or activities that an agency agrees to provide for a specified period of time utilizing state or federal funds awarded to a grant recipient.

**Project Application** – An agency’s request for a grant award under state or federal education programs administered by the Florida Department of Education (FLDOE).

**Project Award** – The approval of a project and funding as stated in the letter of approval sent to project recipients which specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the grantor.

**Project Manager** – A person assigned to oversee the daily functions of the grant.

**Project Period** – The project timeline in which funds can be expended.

**Regular Hourly Pay (RHP)** – Used when a teacher works outside of the normal classroom, such as a workshop facilitator, or part-time tutor; instructors would be entitled to their normal hourly rate of pay instead of the part-time rate of pay.

**SAP (System Application Processing)** – The on-line system used by the district, which holds all system records and applications for processing such as budget transfers, position change forms, budget inquiries, purchasing, etc.

**Stipends** – An hourly payment (\$10), normally given to teachers who participate in professional development workshops.

**Temporary Duty Elsewhere (TDE)** – Short-term absence from assigned duties that is used when employees must attend conferences, workshops, or other activities.

(Appendix A)  
**FLORIDA DEPARTMENT OF EDUCATION**  
**PROJECT APPLICATION**

TAPS NUMBER

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Program Name:</b>	<p style="text-align: center;"><b>DOE USE ONLY</b></p> Date Received
<b>B) Name and Address of Eligible Applicant:</b>		<b>Project Number (DOE Assigned)</b>
<b>c) Total Funds Requested:</b>  \$ _____  <p style="text-align: center;"><b>DOE USE ONLY</b></p> <b>Total Approved Project:</b>  \$ _____	<b>D) Applicant Contact Information</b>	
	Contact Name:	Mailing Address:
	Telephone Number:	SunCom Number:
	Fax Number:	E-mail Address:
<b>CERTIFICATION</b>		
<p>I, _____, <i>(Please Type Name)</i> do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p>		
<b>E)</b> _____ Signature of Agency Head		

## Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter name of the program for which funds are requested.
  - B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
  - C.** Enter the total amount of funds requested for this project.
  - D.** Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
  - E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.



## Budget Narrative Form Instructions

- A. Enter Name of Eligible Recipient/Fiscal Agent.
- B. Enter DOE Assigned Project Number.
- C. Enter TAPS Number.
- D. Enter the Total Amount for (5).

**(1) Function Code** – *For School Districts Only* – Enter the Function Code, as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*, which best classifies the overall purpose or objective of the goods or services budgeted.

**(2) Object Code** – Enter the Object Code which best classifies the goods or services budgeted.

- *School Districts* - Use the three-digit Object Code as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*.
- *Colleges and Universities* - Use the first three digits of the Object Codes listed in the *Florida Accounting Information Resource Manual*.
- *Non-public entities* – Use the Object Codes that are used in the respective entity's/agency's chart of accounts.

**(3) Account Title and Narrative** - Provide the Account Title that applies to the Object Code listed in (2) and a detailed Narrative that includes a description of each good or service budgeted and its purpose or use. For example:

- **Salaries** – Describe the type(s) of position(s) requested and the major responsibilities/duties of each position(s). Use a separate line to describe each type of position.
- **Other Personal Services** – Describe the type of service(s), its purpose or use, and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **Professional/Technical Services** – Describe the services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **Contractual Services and/or Inter-agency agreements** – Describe the services to be rendered and the type of entity or agency (name, if available).
- **Travel** – Describe each type of travel to be supported with project funds, such as conference(s), local travel, in- or out-of-district, and out-of-state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **Materials and Supplies** – Describe the type of item to be purchased and its purpose or use.
- **Capital Outlay** – Describe the type of item/equipment to be purchased and its purpose or use.

**(3) Account Title and Narrative (cont.)**

- **Indirect Cost** (Refer to the DOE *Project Application and Amendment Procedures for Federal and State Programs (Green Book)* for additional guidance regarding indirect cost.)
  - *School Districts Only* - Provide the percentage rate from the district's Approved Indirect Cost Plan.
  - *Colleges and Universities Only*– Provide the percentage rate (maximum of 5%) approved by the DOE.

- (4) FTE** - (Only applicable for items classified as Salaries and Other Personal Services (Refer to (2) Object Code.) Enter the total number of positions (as FTEs\*) that will be supported with these funds. \*Full-Time Equivalent (FTE based on the standard workweek for the type of position) is the number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.
- (5) Amount** - Enter the total amount budgeted for each line item.
- (6) Percent Allocated** – For each line item, enter the appropriate percentage that is allocated or applicable to this project (see pages 3-4 for examples)
- (7) – (9) Allowable, Reasonable and Necessary** - DOE USE ONLY.

**(6) Percent Allocated**

If the cost entered in (5) for each service/commodity listed in (3) is not the total cost of this service/commodity, enter the appropriate percentage in (6) that is applicable to this project. If the cost entered in (5) for each service/commodity listed in (3) is the total cost for this service/commodity and is applicable to this project, enter 100% in (6).

*Example A*

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
6200	110	<b>Salaries</b> – Provides for supervision of all project activities; specific areas for supervision/coordination are listed by position below <b>Supervisor</b> /Grant Administration/ National Instructional Materials Accessibility Standards <b>Coordinator</b> /Professional Development and Training	2.0	\$120,000.	100%	The total cost for the two positions listed in (5), a <b>Supervisor</b> and a <b>Coordinator</b> (2.0 FTE), are charged to this project. Therefore, the percent of the cost for <b>Salaries and Benefits</b> allocated to this project is 100%.
6200	210	Retirement (9.85%)		\$11,820.00	100%	
6200	220	FICA (6.20%)		\$7,440.00	100%	
6200	223	Medicare (1.45%)		\$1,740.00	100%	
6200	231/232	Health/Life (11.90%)		\$14,280.00	100%	
6200	240	Worker's Comp. (1.26%)		\$1,512.00	100%	
<b>TOTAL</b>				\$156,792.00		

*Example B*

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
7900	430	<b>Utilities</b> – Electricity, water and sewage charges for the facility where this project is housed	-	\$10,000.00	50%	The total cost for utilities for the facility where this project is housed is \$20,000.00 annually. However, this project only occupies 50% of the facility. Therefore, the percent of the cost for <b>Utilities</b> allocated to this project is 50%.
<b>TOTAL</b>				\$10,000.00		

Example C

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
6300	331	<b>In County Travel</b> – Travel cost for staff to and from agency headquarters to designated program sites for the purpose of performing activities related to the supervision of project.	-	\$1,980.00	100%	The mileage estimated for travel for staff to and from the county office to the program sites was estimated to be 4,500 miles annually @ \$0.44/mile. Therefore, the percent of the cost for <b>In County Travel</b> allocated to this project is 100%.
<b>TOTAL</b>				\$1,980.00		

Example D

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
NA for all entities other than school districts	350	<b>Purchased Services</b> – Contract with ABC Company for the repair/maintenance of the office equipment; one laser printer and copier.	-	\$1,250	25%	The total cost for the maintenance contract for this equipment is \$5,000. It has been determined that this project only uses this equipment 25% of the time. Therefore, the percent of the cost for <b>Purchased Services</b> allocated to this project is 25%.
<b>TOTAL</b>				\$1,250		

## APPLICANT INSTRUCTIONS: PERFORMANCE ACCOUNTABILITY

(Appendix C)

### Project Performance Accountability

The Florida Department of Education has a standardized process for preparing proposals / applications for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability in the use of federal and state funds. Using the following forms and instructions, applicants are to select Project Performance data for each proposed project. If funded, the data is entered into the DOE web-based Grants Management System; data entry continues through the life of the grant. The Department's program managers will track each project's performance based on the information provided.

This information will:

- ✓ Provide a centralized capability for retrieving information about various discretionary projects awarded by the Department.
- ✓ Assist policy-makers and managers in monitoring discretionary funds and the impact they are having.
- ✓ Provide baseline information that can be used in assessing the alignment of funding to goals and strategic imperatives and in allocating available funding to priority needs.
- ✓ Facilitate effective project monitoring.

Types of project performance have been organized into four categories. These are:

- ✓ **Deliverables:** Category Includes: Documents such as manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.
- ✓ **Training, Technical Assistance, and Dissemination:** Category Includes: All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies.
- ✓ **Student Performance:** Category Includes: Any measure that is specific to student performance (e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. "Students" may include pre-k, K-12, and adult learners as well as parents.
- ✓ **Service Delivery:** Category Includes: Delivery of intended services to target population (e.g., adult literacy services, child find services, student evaluation services, etc.)

For each type of performance for which a project will be held accountable, the applicant must complete the information specified in the attached forms. Use only those forms and types of performance applicable to the project. Instructions are provided for the completion of each form.

Selected projects are required to obtain independent, formal, third-party evaluations. Other projects elect to obtain such evaluations. If the proposal or application includes a required or optional third-party evaluation, a form and instructions for describing the proposal evaluation are provided.

**Deliverables: Manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.**

(1) For each deliverable in the proposed project, enter in Column (1), the name of the deliverable and a brief description. Use only the following list to identify each deliverable. Indicate the purpose of the deliverable, the target audience, and the type of content to be provided in the deliverable. For example, “Brochure for parents of retained students explaining options for assistance.” Include any required reports in this section.

<b>(1) Name of Deliverable and Brief Description</b>		
<ul style="list-style-type: none"> <li>▪ Announcement</li> <li>▪ Brochure</li> <li>▪ CD Rom</li> <li>▪ Curriculum</li> <li>▪ Database</li> <li>▪ Database Analysis</li> <li>▪ Display</li> <li>▪ DVD</li> <li>▪ Evaluation Instrument</li> <li>▪ Guidelines</li> <li>▪ Instructional Materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lesson Plans</li> <li>▪ Manual</li> <li>▪ Needs Assessment</li> <li>▪ Newsletter</li> <li>▪ Policy Paper</li> <li>▪ Poster</li> <li>▪ Public Service Announcement</li> <li>▪ Report</li> <li>▪ Report Format</li> <li>▪ Screening Device</li> <li>▪ Software</li> </ul>	<ul style="list-style-type: none"> <li>▪ Survey</li> <li>▪ Teacher’s Guides</li> <li>▪ Technical Assistance Paper</li> <li>▪ Training Materials – Handout</li> <li>▪ Training Materials – Presentation (PowerPoint)</li> <li>▪ Training Modules - Online</li> <li>▪ Video</li> <li>▪ Website</li> <li>▪ Workbook</li> <li>▪ Other</li> </ul>

(2) For each deliverable identified in Column (1), specify all of the proposed standards that should be used to determine whether the deliverable meets the expectations for the project. The standards should be selected from the following list and any additional detail appropriate to each standard should be provided. For example, if one of the standards is “Meets technical specifications,” the descriptions should outline the proposed technical standards.

<b>(2) Standard(s) for Acceptance</b>		
<ul style="list-style-type: none"> <li>▪ ADA Compliant</li> <li>▪ Appropriate for Duplication</li> <li>▪ Appropriately Organized</li> <li>▪ Attractive</li> <li>▪ Content Accurate</li> <li>▪ Content Complete</li> <li>▪ Design and Content Appropriate to Intended Audience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Format Consistent with Content and Intended Audience</li> <li>▪ Grammatically Correct</li> <li>▪ Includes Copyright and Funding Information</li> <li>▪ Meets technical specifications</li> <li>▪ Peer Review</li> <li>▪ Readability Level is Appropriate to Audience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review by DOE Staff</li> <li>▪ Review by Other Entity</li> <li>▪ Sufficient Copies Provided</li> <li>▪ Translated into Appropriate Languages</li> <li>▪ User-Friendly</li> <li>▪ Other</li> </ul>

(3) In the third column, provide the date when the deliverable will be complete. If applicable, include interim dates for drafts, review, etc.

**DELIVERABLES FORM** (Examples: Manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.)

<b>(1) Name of Deliverable and Brief Description</b>	<b>(2) Standard(s) for Acceptance</b>	<b>(3) Due Date(s)</b>

**Training, Technical Assistance, and Dissemination: All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies**

(1) For each training, technical assistance or dissemination activity to be completed by the project, enter in Column (1), the name of the activity and provide a brief description. The name should be identified from the following list. The description should indicate the purpose of the activity, including the target audience and should indicate the type of content to be provided. For example, "Training for third grade teachers of reading in use of multiple instructional strategies."

<b>(1) Name of Activity and Brief Description</b>		
<ul style="list-style-type: none"> <li>▪ Coaching</li> <li>▪ Conference</li> <li>▪ Coursework at Institutions of Higher Education</li> <li>▪ Dissemination through the Media</li> <li>▪ Dissemination Through Internet</li> <li>▪ Distance Learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Distribution of Media (Software, Videos, CD ROMs, etc.)</li> <li>▪ Distribution of Printed Material</li> <li>▪ Exhibits</li> <li>▪ Follow-up to Training Activities</li> <li>▪ In-service Training</li> <li>▪ Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ One-On-One Training</li> <li>▪ On-Site Technical Assistance</li> <li>▪ Pre-service Training</li> <li>▪ Seminars</li> <li>▪ Telephone Technical Assistance</li> <li>▪ Workshop(s)</li> <li>▪ Other</li> </ul>

(2) For each activity identified in Column (1), specify all of the proposed standards that will be used to determine whether the activity meets the expectations for the project. Select the standards from the following list and provide any additional detail appropriate to each standard. For example, if one of the standards is "Participant Feedback Indicative of Usefulness," the descriptions should outline how participant feedback will be gathered and assessed.

<b>(2) Quantity and Quality Standards for Acceptance</b>		
<ul style="list-style-type: none"> <li>▪ Appropriately Organized</li> <li>▪ Content Accurate</li> <li>▪ Content Complete</li> <li>▪ Delivery Appropriate to Content and Audience</li> <li>▪ Design and Content Appropriate to Intended Audience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of Consultants</li> <li>▪ Follow-up Data Indicative of Effectiveness</li> <li>▪ Format Consistent with Content and Intended Audience</li> <li>▪ Grammatically Correct</li> <li>▪ Meets Technical Specifications</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participant Feedback Indicative of Usefulness</li> <li>▪ Replicable</li> <li>▪ User-Friendly</li> <li>▪ Other</li> </ul>

(3) Provide in Column (3), the information / materials which will be provided (or otherwise available) to document the performance of the project.

<b>(3) Method of Documentation</b>		
<ul style="list-style-type: none"> <li>▪ Agreements</li> <li>▪ Analysis of Requests and Responses</li> <li>▪ Anecdotal Data</li> <li>▪ Contracts</li> <li>▪ Evaluation Summaries</li> <li>▪ List of Participants</li> </ul>	<ul style="list-style-type: none"> <li>▪ NRS Report</li> <li>▪ Observation by DOE Staff</li> <li>▪ Participant Competency Evaluations</li> <li>▪ Participant Feedback Summaries</li> <li>▪ Peer Review</li> <li>▪ Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Self-Reporting</li> <li>▪ Sign-in Sheets</li> <li>▪ Travel Itineraries</li> <li>▪ Verification of Dissemination to Target Audiences</li> <li>▪ Other</li> </ul>

(4) In the fourth column provide the critical timelines for completion of each activity (taking into consideration announcements of training availability, delivery of training, completion of follow-up, etc.).

**TRAINING, TECHNICAL ASSISTANCE, AND DISSEMINATION FORM** *(All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies.)*

<b>(1) Name of Activity and Brief Description</b>	<b>(2) Quantity and Quality Standards for Acceptance</b>	<b>(3) Method of Documentation</b>	<b>(4) Critical Timelines</b>

**STUDENT PERFORMANCE: Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners**

(1) For each type of student performance to be impacted by the project, enter in Column (1), the name of the performance from the following list and provide a brief description. The description should describe the student population and provide detail about the expected student performance. For example, “Academic Achievement – Reading: Low-performing 3<sup>rd</sup> grade students in Smith Elementary School will increase by 1 level on the FCAT .”

<b>(1) Name of Performance and Brief Description</b>		
<ul style="list-style-type: none"> <li>▪ Academic Achievement – Language Arts</li> <li>▪ Academic Achievement – Math</li> <li>▪ Academic Achievement – Reading</li> <li>▪ Academic Achievement – Science</li> <li>▪ Academic Achievement – Social Studies</li> <li>▪ Academic Achievement – Writing</li> <li>▪ Achievement – Arts</li> <li>▪ Achievement – Other</li> <li>▪ Achievement – Vocational Education</li> <li>▪ Attendance</li> <li>▪ Award of Certificate</li> <li>▪ Career Advancement Retention</li> <li>▪ Decrease in Disciplinary Actions</li> <li>▪ Decrease in Drop-out Rate</li> <li>▪ Decrease in Suspensions / Expulsions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Diploma</li> <li>▪ Enrollments</li> <li>▪ GED</li> <li>▪ High School Credential</li> <li>▪ Job Placement</li> <li>▪ Job Retention</li> <li>▪ Improvement in Behavior</li> <li>▪ Increased Self-Sufficiency Through Use of Technology</li> <li>▪ Literacy Completion Points</li> <li>▪ Non-Traditional Enrollments</li> <li>▪ Occupational Completion Points</li> <li>▪ Parental Involvement in Education of Dependent Children</li> <li>▪ Parental Involvement in Literacy Activities of Dependent Children</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participation in Assessment</li> <li>▪ Participation in Least Restrictive Environment (LRE)</li> <li>▪ Placements, Retention, Completions (postsecondary JOBS)</li> <li>▪ Postsecondary Education Placement</li> <li>▪ Postsecondary Education Completion</li> <li>▪ Program Completion</li> <li>▪ Promotion to Next Grade</li> <li>▪ Satisfactory Completion of Coursework</li> <li>▪ Secondary Credential</li> <li>▪ State-Adopted Assessment</li> <li>▪ Workplace Readiness Completion</li> <li>▪ Other</li> </ul>

(2) For each student identified in Column (1), specify all of the proposed standards from the following list that should be used to determine whether the performance meets the expectations for the project. Any additional detail appropriate to each standard should be provided. For example, if one of the standards is “Graduation Data,” the description should outline how the data will be gathered and what level of graduation rate is expected.

<b>(2) Method of Evaluating Performance</b>		
<ul style="list-style-type: none"> <li>▪ Anecdotal Data</li> <li>▪ AYP Determination</li> <li>▪ Disciplinary Referrals</li> <li>▪ FCAT</li> <li>▪ GED Data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Graduation Data</li> <li>▪ Observation</li> <li>▪ Participation Records</li> <li>▪ Placement Data</li> <li>▪ Portfolios</li> </ul>	<ul style="list-style-type: none"> <li>▪ Progress Monitoring</li> <li>▪ Promotion Data</li> <li>▪ School Grades</li> <li>▪ Standardized Tests</li> <li>▪ Suspension / Expulsion Data</li> <li>▪ Other</li> </ul>

## STUDENT PERFORMANCE (continued)

(3) Provide in Column 3, the information / materials which will be provided (or otherwise available) to document the performance of the project.

<b>(3) Method of DOE Verification</b>		
<ul style="list-style-type: none"> <li>▪ Agreements</li> <li>▪ Analysis of Requests and Responses</li> <li>▪ Anecdotal Data</li> <li>▪ Contracts</li> <li>▪ Evaluation Summaries</li> <li>▪ List of Participants</li> </ul>	<ul style="list-style-type: none"> <li>▪ NRS Report</li> <li>▪ Observation by DOE Staff</li> <li>▪ Participant Competency Evaluations</li> <li>▪ Participant Feedback Summaries</li> <li>▪ Peer Review</li> <li>▪ Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Self-Reporting</li> <li>▪ Sign-in Sheets</li> <li>▪ Travel Itineraries</li> <li>▪ Verification of Dissemination to Target Audiences</li> <li>▪ Other</li> </ul>

(4) In the fourth column, provide the critical timelines for completion of each activity taking into consideration announcements of training availability, delivery of training, completion of follow-up, etc.

**STUDENT PERFORMANCE FORM** (Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners.)

(1) Name of Performance and Brief Description	(2) Method of Evaluating Performance	(3) Method of DOE Verification	(4) Timelines for Data Collection

**SERVICE DELIVERY: Delivery of intended services to target population; e.g., adult literacy services, child find services, student evaluation services, etc.**

(1) For each type of service to be delivered by the project, enter in Column (1), the name of the performance from the following list and provide a brief description. Describe the service and provide detailed information about the nature of the service to be delivered. *For example, "Mentoring—The project will provide trained adult mentors to work at least once per week with elementary students who have scored Level I or II on the FCAT in reading or math."*

<b>(1) Name of Service and Brief Description</b>		
<ul style="list-style-type: none"> <li>▪ Adult Literacy Activities</li> <li>▪ Career, Technical Education</li> <li>▪ Interagency Collaboration</li> <li>▪ Mentoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ Neighborhood Self-Sufficiency Through Collaboration</li> <li>▪ Participation in Defined Program (e.g., After-School)</li> <li>▪ Referrals for Other Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Other</li> <li>▪ Statewide Leadership Activities</li> <li>▪ Student Evaluation / Assessment</li> </ul>

(2) For each service identified in Column (1), specify from the following list all of the proposed standards that will determine whether the performance meets the expectations for the project. Any additional detail appropriate to each standard should be provided. For example, if one of the standards is "Mentoring is appropriate to identified needs," the description should specify of the identified needs and indicate of how the project will determine that mentoring is appropriate."

<b>(2) Standard(s) for Acceptance</b>		
<ul style="list-style-type: none"> <li>▪ Mentoring Is Appropriate to Identified Needs</li> <li>▪ Participation Rate Meets Established Minimums</li> <li>▪ Quality of Service Meets Generally Accepted Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quantity of Evaluations / Assessments Meet Established Minimums</li> <li>▪ Quantity of Mentoring Meets Established Minimums</li> <li>▪ Quantity of Service Meets Established Minimums</li> <li>▪ Referrals Are Appropriate to Identified Needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specified Agencies Collaborate</li> <li>▪ Students Evaluations / Assessments Are Administered Appropriately</li> <li>▪ Units of Service Meet Established Minimums</li> <li>▪ Other</li> </ul>

(3) Provide in Column (3), the information / materials which will be provided (or otherwise available) to document the performance of the project.

<b>(3) Method of DOE Verification</b>		
<ul style="list-style-type: none"> <li>▪ Agreements</li> <li>▪ Anecdotal Data</li> <li>▪ Attendance Records</li> <li>▪ Case Records</li> <li>▪ Contracts</li> <li>▪ List of Participants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting Agendas</li> <li>▪ Meeting Minutes</li> <li>▪ NRS</li> <li>▪ Observation by DOE Staff</li> <li>▪ Participant Feedback Summaries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchase Orders</li> <li>▪ Sign-in Sheets</li> <li>▪ State-Approved Assessments</li> <li>▪ Travel Itineraries</li> <li>▪ Other</li> </ul>

(4) Provide in Column (4), the critical timelines for service delivery including initiation and termination dates, for example.

**SERVICE DELIVERY FORM** (Delivery of intended services to target population; e.g., adult literacy services, child find services, student evaluation services, etc.)

<b>(1) Name of Service and Brief Description</b>	<b>(2) Standard(s) for Acceptance</b>	<b>(3) Method of DOE Verification</b>	<b>(4) Timeline for Service Delivery</b>

**FORMAL THIRD-PARTY EVALUATION: A formal evaluation conducted by a party not employed by the fiscal agent either under contract with the project recipient or under the auspices of the DOE**

If a formal third-party evaluation is required or proposed for this project the following information must be provided.

**(1)** In column (1), specify the scope of the evaluation using one or more of the descriptors provided below. Provide additional information regarding the nature of the evaluation. For example, if the evaluation will cover only selected elements of the project, specify the elements to be evaluated.

<b>(1) Scope of Evaluation and Brief Description</b>		
<ul style="list-style-type: none"> <li>▪ All Aspects of Project</li> <li>▪ Compliance Review</li> <li>▪ Formative Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outcome Assessment</li> <li>▪ Process Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Selected Elements of Project</li> <li>▪ Summative Evaluation</li> </ul>

**(2)** In column (2) indicate the type of entity from the following list which will be conducting the third-party evaluation. Provide any additional information which may be available about the entity to conduct the evaluation such as selection criteria or qualifications.

<b>(2) Type of Entity Conducting Evaluation</b>		
<ul style="list-style-type: none"> <li>▪ Board / Commission / Task Force</li> <li>▪ Consultant Firm</li> <li>▪ DOE Funded Project</li> </ul>	<ul style="list-style-type: none"> <li>▪ Governmental Agency</li> <li>▪ Independent Entity Selected by Project</li> <li>▪ Individual Consultant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Institution of Higher Education</li> <li>▪ Selected Peer Reviewers</li> <li>▪ Other</li> </ul>

**(3)** Provide in Column (3), the date(s) when the evaluation will be conducted including the date for completion of reports.

**FORMAL THIRD-PARTY EVALUATION FORM** (A formal evaluation conducted by a party not employed by the fiscal agent either under contract with the project recipient or under the auspices of the DOE.)

<b>(1) Scope of Evaluation and Brief Description</b>	<b>(2) Type of Entity Conducting Evaluation</b>	<b>(3) Date(s) Evaluation to Be Conducted</b>

(APPENDIX D)

**FLORIDA DEPARTMENT OF EDUCATION  
PROJECT AMENDMENT REQUEST**

<b>Please return to:</b>  Florida Department of Education <b>Office of Grants Management</b> Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 245-0496	<b>DOE USE ONLY</b>  Date Received: _____
	<b>PROGRAM NAME</b>  _____
<b>A) Agency Name</b>  _____	<b>B) Amendment Number</b>  _____
<b>C) Amendment Type</b>  <input type="checkbox"/> Program <input type="checkbox"/> Budget	<b>D) Project Number</b> <b>TAPS Number</b>  _____

**E) Amendment Request Contact Information**

Name: _____	Address: _____
Telephone: _____	SunCom: _____
Fax: _____	E-mail: _____

**F) Required Signature**

Superintendent/Agency Head \_\_\_\_\_

**G) Narrative**

\_\_\_\_\_

**Instructions**  
**Project Amendment Request**  
**DOE 150**

- A.** Enter Agency Name.
- B.** Enter Amendment Number.
- C.** Enter Amendment Type – Refer to Project Application and Amendment Procedures for Federal and State Programs (Green Book) for definitions of Program and Budget amendments.
- D.** Enter Project Number and TAPS Number as listed on the original Project Award Notification.
- E.** Enter Amendment Request Contact Information for the person who is responsible for the project.
- F.** Complete Required Signature. **Note:** Amendment applications signed by officials other than the Superintendent, or President/Chairman of the Board, must have a letter of authorization to sign on the behalf of said official, attached to the DOE 150 when the amendment application is submitted.
- G.** Provide sufficient narrative to describe and justify the type of amendment being requested.

**Attach Budget Amendment Narrative Form (DOE 151) if this amendment requires budget changes.**



**Instructions**  
**Budget Amendment Narrative Form**  
**DOE 151**

- A. Enter District/Agency Name.
- B. Enter Project Number of original project and corresponding TAPS Number.
- C. Enter chronological number of this Amendment Request.
- D. Enter the Total Project Amount Currently Approved.
- E. Enter the Total Project Amount resulting from this Budget Amendment.
- F. Provide a narrative description for each budget item by category to justify the requested Budget Amendment. List **ONLY** the budget lines that are being amended and/or new ones being created. For each budget line to be amended, indicate whether the amount will be increased or decreased in the appropriate column and record the adjusted amount being submitted for approval.

**THIS FORM MUST BE ACCOMPANIED BY AN  
APPROPRIATELY COMPLETED PROJECT AMENDMENT  
REQUEST FORM, DOE 150.**

(Appendix F)

Charge to:

(1) Fund : \_\_\_\_\_

(2) Fund Center: \_\_\_\_\_

(3) Commitment Item: \_\_\_\_\_

**PART-TIME HOURLY**

(4) Name \_\_\_\_\_

(5) SSN \_\_\_\_\_ (6) PIN# \_\_\_\_\_

(7) Pay Period \_\_\_\_\_ / \_\_\_\_\_  
Beginning Date Ending Date

**Note: It is mandatory that you print your name as it is on your certificate and please make certain that your personnel number and or social security number is correct.**

Individual date, time worked, and number must be shown.

(8) Date	Time In	Time Out	No. Hours Worked
(9) Total Hours			

I hereby certify that the above information is a true statement of the facts, and further, that payment is due for the total hours worked.

(10) Regular School Base \_\_\_\_\_ (11) RC# \_\_\_\_\_

(12) Employee Signature \_\_\_\_\_

(13) Signature of Approval \_\_\_\_\_

Supervisor

**Instructions**  
**Part-time Hourly Time Sheet**

**Time Sheets** – Part-time hourly timesheets are completed by employees writing curriculum or teaching workshops. No payment can be made until a PCF has been processed and loaded into the system creating a part-time position, and the original timesheets are signed and received in Payroll. **Timesheets for federal projects are Green.**

**Charge to:**

- (1). **Fund** – Enter the five-digit number assigned by the Budget Office to identify services or activities that an agency agrees to provide for a specified period of time utilizing state or federal funds awarded to a grant recipient.
  
- (2). **Fund Center** – Enter the four-digit number identifying the work site of the employee at the time the assignment was completed or as authorized by the project manager.
  
- (3). **Commitment Item** – Enter the appropriate Function/Object Number.
  - Curriculum writing – 6300/130
  - Workshop facilitator – 6400/130
  - Workshop attendance – 6400/120
  
- (4). **Name** – Enter the name of the employee to be paid.
  
- (5). **SSN** – Social Security Number is optional (as long as the PIN# has been given).
  
- (6). **PIN#** - Enter the employee's Personal Identification Number.
  
- (7). **Pay Period** – Enter the beginning and ending date of the activity.
  
- (8). **Date** – Enter the first month/day/year of the activity; **Time In** – Enter the time each day the assignment started; **Time Out** – Enter the time each day the assignment ended; **No. Hours Worked** – Enter the total number of hours the employee worked each day (excluding break and lunch times).
  
- (9). **Total Hours** – Enter the total hours worked this pay period.
  
- (10). **Regular School Base** – Enter the name of the school/Department the employee's permanent assignment.
  
- (11). **RC#** - Enter the four-digit number (fund center) assigned to identify the employee's permanent assignment (if different from the fund center given under (1)).
  
- (12). **Employee Signature** – Employee must sign their name as it appears in the system.
  
- (13). **Signature of Approval** – The supervisor over the assignment or a designee must sign off here.

**(Appendix G)**

(1) **FUND:** \_\_\_\_\_

(2) **FUND CTR:** \_\_\_\_\_

(3) **COMMITMENT ITEM: 64120**

**DUVAL COUNTY PUBLIC SCHOOLS**

**STIPEND TIMESHEET**

(4) **NAME** \_\_\_\_\_ (5) **PA (SCHOOL #)** \_\_\_\_\_

(6) **PERSONNEL#** \_\_\_\_\_

This certifies that I was in attendance at the in-service training activity described below:

(7) **Title:** \_\_\_\_\_

(8) **Site:** \_\_\_\_\_ (9) **Date(s) of Activity** \_\_\_\_\_

(10) **Stipend Payment \$10.00 per hour**

(11) **DATES IN ATTENDANCE** (12) **NO. OF HRS** (13) **SIGNATURE OF PARTICIPANT**

(11) DATES IN ATTENDANCE	(12) NO. OF HRS	(13) SIGNATURE OF PARTICIPANT

(14) **TOTAL HOURS WORKED** \_\_\_\_\_ (15) **TOTAL TO BE PAID** \_\_\_\_\_

This certifies that the above named teacher was in attendance at the in-service workshops on the above dates (s).

(16) **Workshop Facilitator:** \_\_\_\_\_

(17) **Payment Authorized:** \_\_\_\_\_

Project Manager

## Instructions Stipend Time Sheet

**Time Sheets** – Hourly Stipend Attendance Time Sheets are completed by employees attending workshops. No payment can be made until a Stipend form (see appendix G1), has been processed through the Budget Office and Human Resources, which send the stipend form to Payroll. The original timesheets are signed and received in Payroll. **Timesheets for federal projects are Green.**

- (1). **Fund** – Enter the five-digit number assigned by the Budget Office to identify all grants and special funds as well as state and federal funds.
- (2). **Fund CTR** – Enter the four-digit number identifying the work site of the employee at the time the assignment was completed or as authorized by the project manager.
- (3). **Commitment Item** – Enter the five-digit number which represent the function and object. Attendance for a workshop commitment item will always be **64120**.
- (4). **Name** – Enter the name of the employee to be paid.
- (5). **PA (SCHOOL#)** - Enter the four-digit number (fund center) assigned to identify the employee's permanent work assignment.
- (6). **Personnel #** - Enter the employee's Personal Identification Number.
- (7). **Title** – Enter the title of the workshop.
- (8). **Site** – Enter the name of the school/Department where the workshop will be held.
- (9) **Date(s) of Activity** – Enter the beginning and ending dates of the workshop/activity.
- (10). **Dates in Attendance** – Using the above dates (line 9), enter the dates that the employee actually attended.
- (11). **No. of Hours** – Enter each days' total hours that the employee attended the workshop.
- (12). **Signature of Participant** – Employee must sign off each day, of actual attendance.
- (13). **Total Hours Worked** – Total the number of hours expected and enter the amount here.
- (14). **Total to be Paid** – Total number of Hours multiplied by the list Rate (the rate for stipends payment is \$10.00 an hour) gives the total to be paid.
- (15). **Workshop Facilitator** – The Facilitator of the workshop must sign here verifying the above teacher was in attendance at the workshop.
- (16). **Payment Authorized** – The Project Director or designee must sign to authorized payment.



**Instructions**  
**Stipend Attendance Form**

**Stipend Attendance Form** – Hourly Stipend Attendance Forms are completed by the Project Director or designee, using information received by employees attending workshops. No payment can be made until this Stipend form has been processed through the Budget Office and Human Resources, which send the stipend form to Payroll. After Payroll receives this form, the stipend time-sheet(s) must be sent after the workshop/activity

- (1)&(2). Last/First Name** – Enter the last/First name of the employee who will be attending the workshop/activity.
- (3). PN#** - Enter the Personal Identification Number of the employee(s) who attended the workshop.
- (4). Fund Center** – Enter the four-digit number assigned to each school/Department, which will identify where funds will be debited from.
- (5). Fund** – Enter the five-digit number assigned by the Budget Office to identify all grants and special funds, as well as state and federal funds. This number allows Budget and the Payroll office to determine where funds will be debited.
- (6). C/I** – Enter the appropriate function/object number, (stipends will always be **64120**).
- (7)&(8). Begin/End Date** – Enter the start date of the workshop as well as the end date.
- (9) Stipend Rate** – Enter the rate of pay, for stipends the rate of pay is \$10.00 as of Jan. 2007.
- (10). No. of Hours** – Enter the total hours the employee attended the workshop.
- (11). Total Salary** – Multiply the total hours by \$10.00 enter the amount here.
- (12). Total Benefits** – Multiply the salary amount by the benefit rate (the benefit rate is 39% if the funding is not federal; if federal funding, then multiply by 32.76%).
- (13). Payment Authorized** – Project Director or designee must sign here, verifying that the above employee(s) were authorized to attend and did attend the workshop/activity, and that payment is authorized on the fund and fund center given.

**(Appendix H)  
Journal Format**

**MANUAL JOURNAL ENTRY FORM**

FROM							TO							
General Ledger Number	Amount	Cost Center	Fund Center	Fund	F/A	WBS Element	General Ledger Number	Amount	Cost Center	Fund Center	Fund	F/A	WBS Element	Text
<b>TOTAL</b>	0.00							0.00						

**Must balance to zero: 0.00**

**Requestor**

**Phone Ext.**

**Date**

**Budget Services Approver**

**Phone Ext.**

**Date**

**Accounting Processor**

**Phone Ext.**

**Date**

*For Accounting Use Only*  
**Document Number:**

# Memorandum

(Appendix I)

**To:** District Cashier  
Business Services

**From:** \_\_\_\_\_ (Contact Person's Name Submitting Dollars)  
 \_\_\_\_\_ (Contact Person's Phone Number)  
 \_\_\_\_\_ (Name of School or Department)

**Date:** \_\_\_\_\_

**Re:** Submission of Dollars to the District

Business Services must accurately account for the submission of dollars to the District so please fill out the form completely. Since the data will be entered in SAP, please provide the necessary information according to the sample below.

**For Source and Purpose, indicate the following, if applicable:** Return of Trust Funds and Monies from Fund Raiser; Donation and Purchases through District's Purchase Order System; Community Education and Apply Dollars to Band Uniform and Athletic Loan, etc.

Please attach the check to the completed form and send the items to the District Cashier, c/o Business Services.

Functional Area	Fund Center	Fund	General Ledger	Amount
Source: _____			Purpose: _____	
Functional Area	Fund Center	Fund	General Ledger	Amount
Source: _____			Purpose: _____	
Functional Area	Fund Center	Fund	General Ledger	Amount
Source: _____			Purpose: _____	

**Sample:**

Functional Area	Fund Center	Fund	General Ledger	Amount
5100	3008	10000	650510	\$100.00
Source: Donation			Purpose: Increase our budget 51510 in order to spend the dollars by using bid prices on a county purchase order.	

(Appendix J)



**DUVAL COUNTY PUBLIC SCHOOLS**  
 Travel Expenditure Statement  
 Out of County or Out of State  
 Form SB-01-34

*For Accounts Payable Use Only*  
 Doc #

**AUTHORIZATION TO TRAVEL:**

Date:  PIN

Name (Print):  Title:

Destination (Print City and State):

Purpose / Benefit to DCPS:

Date(s) of Travel: From  To:

Mode of Travel:  Comp-rose with (if applicable):

Approved By:

Print Name  Contact Number

Items charged to Pcard or prepaid:  Registration  Rental Car via Avis Voucher  Hotel  Air

Name of cardholder whose Pcard was used for items checked

*\*See AP Website for current mileage rates\*  
 at [www.duvalschools.org](http://www.duvalschools.org)\**

**REQUEST FOR REIMBURSEMENT OF OUT OF COUNTY TRAVEL EXPENDITURES AS FOLLOWS (Complete Post Travel)**

Date	Travel Performed From Point of Origin to Destination	Hour of Departure	Hour of Return	Claimed Per Diem (Meals)	Auto Mileage Claimed	Lodging and Incidental Expenditures	
						Amount \$	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Travel reimbursement requests must be received by Accounts Payable no later than 15 calendar days from the last day of travel. Travel received after the deadline will not be accepted and will result in non reimbursement of the employee.

<b>Current Mileage Rate</b>	<input type="text"/>	<input type="text"/>	<b>Total Miles</b>	<input type="text"/>	<b>GRAND TOTAL</b>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenditures were actually incurred by the undersigned as necessary travel expenditures in the performance of my official duties; and that same conforms in every respect with the requirements of Chapter 106, Part 7, of the Municipal Code of the City of Jacksonville and/or Duval County Public Schools. By signing this agreement, I acknowledge that I will be receiving my reimbursements electronically into my financial account of record. If I am not entitled to funds deposited in my account, I authorize the reversal of these funds.

I authorize the Duval County School Board to deduct from my future payroll or subsequent travel entitlement, an amount equal to any purchases I make with the Duval County Purchasing Card that are not allowable, including sales tax and parking fees.

Payee's Signature  Date   
 Phone Number

*This area must be completed prior to travel*

Vendor Number	Invoice Number	Commitment Item	Functional Area	Cost Center (Fund Center & Fund)	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**(Appendix K)**  
**STOREROOM ORDER INSTRUCTIONS**

**Transaction Code:** MIGO\_GI

Select **Logistics → Materials Management → Inventory Management → Goods Movement → Goods Issue (MIGO)** to go to the *Goods Issue Others - XXXX* screen.

**NOTE: When creating storeroom orders the system will automatically debit your account, a goods receipt is not necessary.**

**Procedure**

1. Start the transaction using the menu path or transaction code.



[Goods Issue Others - XXXX](#)

2. Ensure the following settings are correct prior to proceeding with your goods issue transaction:

The field to the right of  on the General tab should read **Collective Slip**  
The first two fields should read **Goods Issue** and **Others**, respectively. If they do not, utilize the drop-down feature to change  
The **GI for cost center** field must be 201

3. Click  .



[Goods Issue Others - XXXX](#)

4. Complete the following field:

[Material](#)


5. Click  .



[Goods Issue Others - XXXX](#)

6. Complete the following field:

[Qty in unit of entry](#)

7. Click  to populate the unit of measure based on the material chosen.

8. Click  .



**[Goods Issue Others - XXXX](#)**

9. Complete the following fields:

**[Goods Recipient](#)**

**[Unloading Point](#)**

[Text](#)

10. Click  .



**[Goods Issue Others - XXXX](#)**

11. Complete the following fields:

**[G/L account](#)**


**[Cost Center](#)**

**[Functional Area](#)**



Do not press **[Enter]** after completing the above fields until it is determined whether additional line items are to be keyed. View Step **12** prior to entering.

12. Perform one of the following:


If You Need To	Then	Go To
Complete a single line entry	Click 	<b>Step 22</b>
Enter additional line items	---	<b>Step 13</b>

13. Select **System → User Profile → Hold Data**.



The system displays the message, "Data was held."

14. Click  .

15. Click  to enter additional line item(s).



**[Goods Issue Others - XXXX](#)**

16. Complete the following field:

**[Material](#)**



17. Click  .



**[Goods Issue Others - XXXX](#)**

18. Complete the following field:

Qty in unit of entry


- 19. Click  to populate the unit of measure based on the material chosen.
- 20. Click  a second time to populate the cost center information based on the data held previously in Step 13.



Goods Issue Others - XXXX

- 21. Perform one of the following:

If You Need To	Go To
Enter additional items	Step 14
Complete and save your goods issue	Step 22

- 22. Click  to save the goods issue.



The system displays the message, "Material document XXXX posted."

- 23. You have completed this transaction.

**Result**

You have performed a goods issue for a either a single or multiple line item storeroom order.

**Comments**

Do not forget about data that was held. When performing a new transaction it will be necessary to overwrite this information and hold the new data. If this is not done, you may enter erroneous data.

**(Appendix L)**  
**Instructions for creating a Purchase Requisition**  
**K account assignment**

**Purpose**

Use this procedure to create a purchase requisition for a K account assignment to one vendor.

**Trigger**

Perform this procedure when you want to make a purchase using district funds.

**Prerequisites**

- Ensure that funding is available for your purchase prior to creating a purchase requisition.
- Look up the correct SAP Vendor number prior to creating a purchase requisition.
- If you have not previously set your default screen, you must complete this prior to your first requisition entry. To set the default fields for a purchase requisition, refer to instructions for transaction ME51N, "Setting Default Values for Purchase Requisitions."

**Menu Path**

Use the following menu path(s) to begin this transaction:

- Select **Logistics → Materials Management → Purchasing → Purchase Requisition → Create** to go to the Create Purchase Requisition screen.

**Transaction Code**

**ME51N**

**Helpful Hints**

None

**Procedure**

1. Start the transaction using the menu path or transaction code.



[Create Purchase Requisition](#)

2. Click  to expand the **Header** section.



[Create Purchase Requisition](#)

3. Add any notes to communicate to the buyer that refer to the entire requisition in the **Header note** field. For example: pre-payment and discounts.



This will not print on the purchase order.

4. Click  **Default Values** .




### [Item Default Values](#)



If the *Item Default Values* window does not appear as shown, refer to instructions for transaction ME51N, "Setting Default Values for Purchase Requisitions" to set the correct default fields.

5. Complete the following fields:

- [Purch. group](#)
- [Acct.assig.cat.](#)
- [Delivery date](#)
- [Plant](#)
- [StorageLocation](#)
- [Material Group](#)
- [Requisitioner](#)
- [Tracking Number](#)

6. Click  to save the information you have entered and default the data to all lines of the requisition..



### [Create Purchase Requisition](#)




### [Create Purchase Requisition](#)



Do not enter any item numbers (1, 2, 3 etc.) in the **Item** field. The system will assign the numbers after the lines have been completed.

7. Complete the following fields:

- [Short Text](#)
- [Quantity](#)
- [Unit](#)
- [Val. price](#)
- [Des. vendor](#)

8. Click  to validate your entries and enter customer data information.

9. Perform one of the following:

If	Then
You are completing line Item #1	Go to Step <b>10</b>
You are completing line Item #2 and have additional items to add	Go to Step <b>7</b>
You are ready to complete your requisition	Go to Step <b>16</b>



## [Create Purchase Requisition](#)



The following message appears at the bottom of the screen. The requisitioner's name and phone number must be entered on the Customer Data tab before proceeding with the Account Assignment information.

Requisitioner's Phone # (Incl Area Code) is required for Item 00001

10. Complete/Review the following fields:

- [Requisitioner](#)
- [Requisitioner's Phone](#)
- [Ext](#)

11. Click .



## [Create Purchase Requisition](#)


12. Perform one of the following:

If You	Then	Go To
Need to enter only one line item utilizing a G/L, Cost Center, and Functional Area	---	Step <b>13</b>
Need to enter multiple items utilizing the same G/L, Cost Center, and Functional Area	<ol style="list-style-type: none"> <li>1. Click  to show repeat options.</li> <li>2. Select <b>Repeat on</b> to repeat the account assignment. The match will be displayed as un lit after you select it (  ).</li> </ol> <p> This step must be completed after the entry of line item 1. Repeat account assignment will not work after additional lines have been entered.</p>	Step <b>13</b>

If You	Then	Go To
Have already selected the repeat account assignment feature for additional line items	---	Step <b>16</b>

13. Complete the following fields:

- [Unloading Point](#)
- [Recipient](#)
- [G/L Account No.](#)
- [Cost Center](#)
- [Functional Area](#)

14. Click  to validate the account assignment information entered.

15. Perform one of the following:

If You Need To	Go To
Enter additional items	Step <b>7</b>
Finish the requisition with no additional items	Step <b>16</b>

16. Click the **Texts tab** or  to display all tabs available.



17. Select **Texts**.




### [Create Purchase Requisition](#)

18. Complete the following fields:

- [Item text](#)
- [Item note](#)
- [Delivery text](#)

19. Click  to scroll down if additional items need long text. Click  to scroll up.

20. Click  to save the requisition.



The system displays the message "Purchase requisition number XXXX created."

21. Record this purchase requisition number for future reference.

22. You have completed this transaction.

**Result**

You have created a purchase requisition for a K account assignment.

**Comments**

Once requisitions are complete and correct, release the requisition at 01 level.

**(Appendix M)**  
**Instructions for creating a Purchase Requisition**  
**A and R Account Assignment**

**Purpose**

Use this procedure to create a purchase requisition for an A and an R account assignment to one vendor.

**Trigger**

Perform this procedure when you want to make a purchase for an asset using District funds or Capital Project funds.

**Prerequisites**

- Ensure that funding is available for your purchase prior to creating a purchase requisition.
- Look up the correct SAP Vendor number prior to creating a purchase requisition.
- If you have not previously set your default screen, you must complete this prior to your first requisition entry. To set the default fields for a purchase requisition, refer to instructions for transaction ME51N, "Setting Default Values for Purchase Requisitions."

**Menu Path**

Use the following menu path(s) to begin this transaction:

Select **Logistics → Materials Management → Purchasing → Purchase Requisition → Create**  
to go to the *Create Purchase Requisition* screen.

**Transaction Code**

**ME51N**

**Helpful Hints**

None

**Procedure**

1. Start the transaction using the menu path or transaction code.



[Create Purchase Requisition](#)

2. Click  to expand the **Header** section.




[Create Purchase Requisition](#)

3. Add any notes you want to communicate to the buyer that refer to the entire requisition in the **Header note** field. For example: discounts. This will not print on the Purchase Order.



If purchase involves a trade in, that information (Make, Model, Serial number, BPI and trade in value) must be included in **Header note** field.

4. Click  to set the default values for this requisition.



## Item Default Values



If the *Item Default Values* window does not appear as shown, refer to instructions for transaction ME51N, “Setting Default Values for Purchase Requisitions” to set the correct default fields.

5. Complete the following fields:

[Purch. group](#)

[Acct.assig.cat.](#)

[Delivery date](#)


[Plant](#)

[StorageLocation](#)

[Material Group](#)

[Requisitioner](#)

[Tracking Number](#)

6. Click  to save the information you have entered and default the data to all lines of the requisition.



## Create Purchase Requisition



Do not enter any item numbers (1, 2, 3 etc.) in the **Item** field. The system will assign the numbers after the lines have been completed.

7. Complete the following fields:


[Short Text](#)

[Quantity](#)

[Unit](#)

[Val. price](#)

[Des. vendor](#)

8. Click  to validate entries and enter account assignment information.



## Create Purchase Requisition

9. Complete the following fields:

[Distribution](#)

[Partial Inv.](#)

[Unloading Point](#)

[Recipient](#)




The system displays the message, “Enter Asset.” Ignore message and continue to follow the steps.

10. Click  to select the accounting line of the asset(s) to be created.

11. Perform one of the following:

If You Need To	Go To
Create a single asset (quantity 1)	<a href="#">Step 18</a>
Create multiple assets (quantity 2 or more)	<a href="#">Step 12</a>

12. Click .

13. Click  next to .

14. Select **Insert several times**.



### [Insert Account Assignment Items Several Times](#)

15. Complete the following field:

[Number](#)


16. Click .



### [Create Purchase Requisition](#)




The system displays the message, "Enter Asset." Ignore message and continue to follow the steps.

17. Click  at the bottom of the screen (not the one by **Quantity**). This will select the lines with a quantity.

18. Click .

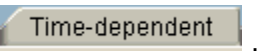


### [Distribute to Assets](#)

19. Click .



### [Create Asset: Master data](#)

20. Click .



### [Create Asset: Master data](#)

21. Perform one of the following:

If You Need To	Go To
Enter an account assignment for an "A" requisition	<a href="#">Step 22</a>

If You Need To	Go To
Enter an account assignment for an "R" requisition	Step 24

22. Complete the following fields:

[Cost Center](#)

[Functional Area](#)

23. Go to Step 25.

24. Complete/Review the following field:

[WBS Element \(Costs\)](#)

25. Click  .

26. Click  .

27. Perform one of the following:

If You Are	Go To
Creating multiple assets (quantity 2+)	Step 28
Creating a single asset (quantity 1)	Step 29



[Create Multiple Assets](#)

28. Click  .



DO NOT CLICK MAINTAIN OR CANCEL.



[Distribute to Assets:](#)

29. Click  .



[Create Purchase Requisition](#)

30. Perform one of the following:

If You Need To	Then	Go To
Enter additional asset items	---	Step 7
Enter additional items other than asset, such as shipping and installation	<b>Error! Bookmark not defined..</b> Enter additional items in the <b>Item overview</b> section.	Step 31
Finish the requisition with no additional items	---	Step 36

31. Complete the following fields in the **Item overview** section for additional items that are not assets:


[A](#)

[Short Text](#)

[Quantity](#)

[Unit](#)

[Val. price](#)

32. Click  to validate your entries and enter account assignment information.



[Create Purchase Requisition](#)

33. Complete the following fields:

[Unloading Point](#)


[Recipient](#)

[G/L Account No.](#)

[Cost Center](#)

[Functional Area](#)

[WBS Element](#)

34. Click  to validate the account assignment information entered.

35. Perform one of the following:

If You Need To	Go To
Enter additional items	<a href="#">Step 31</a>
Finish the requisition with no additional items	<a href="#">Step 36</a>

36. Click  to display all tabs available.

37. Select **Texts**.





[Create Purchase Requisition](#)


38. Complete the following field(s):

[Item text](#)

[Item note](#)

[Delivery text](#)

39. Click  to scroll down if additional items need long text. Click  to scroll up.

40. Click  for Item One to display all tabs available.


41. Select **Customer data**.



## Create Purchase Requisition

42. Complete the following field:

Requisitioner's Phone Number

43. Click  to save the requisition.



The system displays the message "Purchase requisition number XXXX created."

44. Record this purchase requisition number for future reference.

45. You have completed this transaction.

### **Result**

You have created a purchase requisition for an Asset (A) or a Project Asset (R) account assignment.

### **Comments**

Once requisitions are completed and correct, release at 01 level.

**(Appendix N)**  
**Instructions for entering a Goods Receipt**  
**(MIGO\_GR, MIGO)**

**Purpose**

Use this procedure to enter a goods receipt for a purchase order.

**Trigger**

Perform this procedure if you have received the packing slip from the vendor. After you have verified that the delivery was purchase-order driven, you may enter the goods receipt.

**Prerequisites**

None

**Menu Path**

Use the following menu path(s) to begin this transaction:

- Select **Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → GR for Purchase Order (MIGO)** to go to the *Goods Receipt Purchase Order - XXXX* screen.
- Select **Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known** to go to the *Goods Receipt Purchase Order XXXX* screen.
- Select **Logistics → Materials Management → Purchasing → Purchase Order → Follow-On Functions → Goods Receipt** to go to the *Goods Receipt Purchase Order - XXXX* screen.

**Transaction Code**

**MIGO\_GR, MIGO**

**Helpful Hints**

None

**Procedure**

1. Start the transaction using the menu path or transaction code.



[Goods Receipt Purchase Order - XXXX](#)

2. Complete the following fields:

- [Third field on first line, to the right of Purchase Order](#)




If your screen displays something other than *Goods Receipt Purchase Order – XXXX*, change the first two fields so the fields read **Goods Receipt** and **Purchase Order**, respectively. Also, the **GR goods receipt** field must be **101**.

3. Click  .




[Goods Receipt Purchase Order YYYY - XXXX](#)

- 4. Click  to the left of the **Material** tab to open detail information for goods/services provided by vendor.



[Goods Receipt Purchase Order YYYY - XXXX](#)

- 5. Perform one of the following:

If You Need To	Then
Select individual line item(s) for the full quantity	Select <input checked="" type="checkbox"/> in the <b>OK</b> field to select the material to be received.
Select individual line item(s) for partial quantities	<p><b>Error! Bookmark not defined..</b> Select <input checked="" type="checkbox"/> in the <b>OK</b> field to select the material to be received.</p> <p><b>Error! Bookmark not defined..</b> Change the quantity in the <b>Qty in UnE</b> field to the portion to be received.</p>
Select all items	<p><b>Error! Bookmark not defined..</b> Select <input checked="" type="checkbox"/> in the <b>OK</b> field to select the first material to be received.</p> <p><b>Error! Bookmark not defined..</b> Click  .</p> <p><b>Error! Bookmark not defined..</b> Click <input checked="" type="checkbox"/> to close the <b>Tip</b> pop-up window.</p>



[Goods Receipt Purchase Order YYYY - XXXX](#)



Do not insert a check mark on any items you have yet to receive from vendor.

- 6. Click  to save.



The system displays the message, "Material document XXXX posted."

- 7. You have completed this transaction.

**Result**

You have entered a goods receipt for a purchase order.

**Comments**

None.

**(Appendix O)**  
**Listing of Functions and Objects**

**COMMITMENT ITEMS (FUNCTION/OBJECT DESCRIPTION)**

<b>FUNCTIONS (Functional Area)</b>			
5100	BASIC EDUCATION	7300	SCHOOL ADMINISTRATION
5200	EXCEPTIONAL EDUCATION	7400	FACILITIES ACQUISITION & CONSTRUCTION
5300	VOCATIONAL EDUCATION	7500	FISCAL SERVICES
5500	PREKINDERGARTEN EDUCATION	7600	FOOD SERVICES
5900	OTHER INSTRUCTION (NON-FEFP INSTRUCTION)	7700	CENTRAL SERVICES
6100	PUPIL PERSONNEL SERVICES	7800	PUPIL TRANSPORTATION SERVICES
6200	INSTRUCTIONAL MEDIA SERVICES	7900	OPERATION OF PLANT
6300	INSTRUCTION & CURRICULUM DEVELOPMENT	8100	MAINTENANCE OF PLANT
6400	INSTRUCTIONAL STAFF TRAINING SERVICES	8200	ADMINISTRATIVE TECHNOLOGY SERVICES
6500	INSTRUCTION RELATED TECHNOLOGY	9100	COMMUNITY SERVICES
7100	SCHOOL BOARD	9200	DEBT SERVICE
7200	GENERAL ADMINISTRATION		
<b>OBJECTS (Commitment Items)</b>			
110	ADMINISTRATOR SALARY	520	TEXTBOOKS
120	CLASSROOM TEACHER SALARY		521 COUNTY FREE
130	OTHER CERTIFIED INSTRUCTIONAL SALARY		522 STATE FREE
140	PERMANENT SUBSTITUTE TEACHER SALARY		523 FLEXIBILITY
150	PARAPROFESSIONAL SALARY	530	PERIODICALS
160	OTHER SUPPORT PERSONNEL SALARY	540	OIL AND GREASE
170	BOARD MEMBERS & ATTORNEY SALARY	550	REPAIR PARTS
200	EMPLOYEE BENEFITS	560	TIRES AND TUBES
310	PROFESSIONAL & TECHNICAL SERVICES	570	FOOD (for Food Service Program)
	311 PROFESS & TECH SVCS (Non SUB-AGREEMENTS)	580	COMMODITIES
	312 PROFESS & TECH SUB AGREE (in excess of \$25,000)	590	OTHER MATERIALS & SUPPLIES
	314 PROFESS & TECH SUB AGREE (first \$25,000)	610	LIBRARY BOOKS
313	SUBSTITUTES - CONTRACTED		611 LIBRARY BOOKS, NEW LIBRARIES
320	INSURANCE & BOND PREMIUMS		612 LIBRARY BOOKS, EXISTING LIBRARIES
330	TRAVEL	620	AUDIO VISUAL MATERIALS(NON-CONSUMABLE)
	331 IN-COUNTY		621 AV MATERIALS \$750 OR MORE
	332 OUT-OF-COUNTY		622 AV MATERIALS LESS THAN \$750
	333 OUT-OF-STATE	630	BUILDINGS & FIXED EQUIPMENT
	334 CONFERENCE REGISTRATION FEES	640	FURNITURE, FIXTURES, EQUIPMENT
350	REPAIRS & MAINTENANCE		641 EQUIPMENT \$750 OR MORE
360	RENTALS		642 EQUIPMENT LESS THAN \$750
370	COMMUNICATIONS		643 COMPUTER HARDWARE \$750 OR MORE
	371 POSTAGE		644 COMPUTER HARDWARE LESS THAN \$750
	372 CELLULAR PHONES	650	MOTOR VEHICLES
	373 TELEPHONES		651 BUSES
380	PUBLIC UTILITY OTHER THAN ENERGY SERVICES		652 MOTOR VEHICLES OTHER THAN BUSES
	382 RECYCLING	660	LAND
	383 GARBAGE	670	IMPROVEMENTS OTHER THAN BUILDINGS
	385 WATER & SEWER		671 CAPITAL IMPROVEMENTS OTHER THAN BLDG
	386 WATER		672 NON-CAPITAL IMPROVEMENTS OTHER THAN
390	OTHER PURCHASED SERVICES (Non SUB-	680	REMODELING AND RENOVATIONS
391	OTHER PURCH SVCS SUB AGREE (first 25,000)		681 CAPITAL REMODELING AND RENOVATIONS
392	OTHER PURCH SVCS SUB AGREE (in excess of 25,000)		682 NON-CAPITAL REMODELING AND RENOVATIONS
400	ENERGY SERVICES	690	COMPUTER SOFTWARE
	410 NATURAL GAS		691 SOFTWARE \$750 OR MORE
	420 BOTTLED GAS		692 SOFTWARE LESS THAN \$750
	430 ELECTRICITY	710	REDEMPTION OF PRINCIPAL
	440 HEATING OIL	720	INTEREST
	450 GASOLINE	730	DUES AND FEES
	460 DIESEL FUEL	740	JUDGMENTS/SETTLEMENT OF LITIGATION
	490 OTHER ENERGY SERVICES	750	OTHER PERSONAL SERVICES (Temp employees)
510	SUPPLIES	790	MISCELLANEOUS SERVICES (Incl indirect cost)
<b>ITEMS INDENTED are considered subjects or subcommitment items.</b> <b>PLEASE BUDGET FUNDS TO THE OBJECT, BUT EXPEND TO THE SUBOBJECT.</b>			

## ARRA FYI

The American Recovery and Reinvestment Act of 2009 (ARRA) is an economic stimulus package which was signed into law on February 17, 2009 and provides for domestic spending in education. For individuals who are overseeing the use of stimulus funds, please note that they are subject to the procedures contained in the manual as well as additional regulatory requirements.

The proper strategy notation must be placed on items for the following transactions; this notation must be placed in certain areas of the transaction:

- **Budget Transfer (BT); transaction code: ZFMBB**

It's important to note the strategy & PCF # (if PCF is applicable) in the Header Text under the Additional Tab and the Text Box area of the transfer line items when processing a budget transfer.

- **Position Change Form (PCF); transaction code: ZHRPCFC**

It's important to note the strategy in the Comment fields when processing a PCF.

- **Purchase Requisition (PR); transaction code: ME51N**

1)System enhancement as of 7/11: For ARRA funds, a reporting code (referred to as strategy number) must be entered on the Customer Data Tab; previous to the enhancement the reporting code was noted on the Header and Item Note areas on the PR.

2)Ensure the following information is also noted in the Header Note: **DUE TO EXPIRATION OF FEDERAL FUNDS, ALL ITEMS MUST BE DELIVERED AND INVOICED BY MO/DAY/YEAR OR THIS PURCHASE ORDER WILL BE CONSIDERED CANCELLED.** Date = End Date of Federal Funds

- **Goods Issue (GI); transaction code: MIGO\_GI**

It's important to note the strategy in the Text field when processing a Goods Issue.

- **Goods Receipt (GR); transaction code: MIGO\_GR**

It's important to note the strategy in the Header txt field when processing a Goods Receipt.

- **Travel Reimbursement Forms:**

- **Pre-Payment Request for Travel Form**

Once form printed, indicate strategy number to the right of cost center

- **In County Travel Form**

Input strategy number in the Office/School Assigned Work Location Field

- **Out of County Form**

Input strategy number in the Purpose/ Benefit to DCPS Field

If a position is tied to federal funds, employees are required to complete and submit Personnel Activity Report (PAR) Forms. For additional information, find information on the district website under home > employees > employee information in the bookkeeper/secretary resource section. Link: <http://www.duvalschools.org/static/wearedcps/employeeinfo/arra.asp>

**Additional information can be found at the following link: [www.fldoe.org/ARRA/](http://www.fldoe.org/ARRA/)**

## RECEIPT OF GRANT FUNDS

*Information for this section was retrieved from the Internal Auditing Department in July of 2009. Currently this information is also being added to the Operating Manual for bookkeepers. The Submission of Dollars to District Memo Form was approved by Dan Scott and Myrick Hethington in August of 2009.*

An agreement was made collectively between Internal Auditing, Budget and the Grants Departments that 1) Internal Accounts was restricted from dealing with any Federal Grants, no matter the associated amount and 2) Internal Accounts can only accept non-Federal Grants which are below \$10,000.00.

If funds are received at the school but are supposed to be handled at the District level, the funds should be forwarded to the District with a Submission of Dollars to District Memo Form indicating where the funds are to be remitted.

Here are things to consider:

- Monies intended for stipends must be forwarded to the District.
- If the check is made out to the school, the money should be deposited into the school's Internal Bank Account.
- If the funds are under the \$10,000.00 threshold, those funds would be posted to a Specific Grants Trust account.
- If the check is made out to the school but it is above the \$10,000.00 threshold or federal grant money, it should be deposited into the General Operating Fund and a check written to the district from that same fund. The check and a Submission of Dollars to the District Fund Form (Appendix I) indicating the purpose of the funds should be forwarded to Budget Services.

## NOTES