

Grant Guidelines

1. The grant application, budget, and approval document must be on file in the Business Office prior to any expenditure being incurred.
2. A chart of accounts will be prepared and distributed to the grant administrator once approval has been received.
3. Prior to the expenditure of any grant funds, it is the grant administrator's responsibility to notify Payroll and Human Resources of the appropriate account numbers for any wages to be charged to the grant. Notification should also be made to the Fringe Benefits Secretary and Human Resources of the appropriate account numbers for any fringe benefits that need to be charged to the grant.
4. Expenditures must be charged to the appropriate account at the time the expense is incurred. Journal entries to transfer grant costs after the grant period has ended will not be allowed.
5. Expenditures must be made in the fiscal year for which the grant is awarded.
6. Purchases must follow the purchasing policies of the school district.
7. Expenditures must be made in accordance with the submitted budget.
8. If a budget amendment is made, a copy must be furnished to the Business Office.
9. Expenditure reports will be furnished to the grant administrator on a monthly basis.
10. It is the grant administrator's responsibility to monitor grant expenditures on a monthly basis.
11. All grant funds must be spent by the end of the grant period. For most grants this means the item has been received or the expenditure has been incurred by the grant ending date. Some grants allow purchase orders encumbered by the end of the grant period to be charged to the grant. If purchase orders are to be encumbered, they must be entered by the last day of the grant period. No back dating of purchase orders will be allowed. Also, all items on purchase orders encumbered must be paid for within the time frame allowed for by the grant. It is the grant administrator's responsibility to insure that these timelines are met. Purchase orders not paid within the stipulated time frame will not be reported as an expense against the grant on the final expenditure report.
12. The Business Office will request all grant funds and file any financial reports required by the grant.