

**Commonwealth of Virginia Department of Education  
Goals 2000: Educate America Act  
Reimbursement Handbook 2000-2002**

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**CONDITIONS FOR REIMBURSEMENT**

**General**

An approved proposal properly signed and funded under the provisions of the Goals 2000 Grant constitutes a contractual agreement between the education agency/organization and the Department of Education. In order to assure adherence to such an agreement with regard to the reimbursement of funds, the following conditions are delineated:

1. Project expenditures must be obligated during the budget period **December 5, 2000 - June 28, 2002**. Any expenditure obligated after the designated period cannot be processed. The education agency must submit documents to substantiate the obligation of these funds prior to the end of grant period.
2. An original and **one (1)** copy of all reimbursement forms must be submitted for each reimbursement request. All expenses for which reimbursement is requested must be directly related to the project.
3. Claims for reimbursement must be based upon actual disbursements made by the grantee during the period for which the request is made.
4. Reimbursement for claims contained in the request must not have been claimed previously by the education agency/organization.
5. All items of expenditure must be correctly prorated for the project when two or more sources of funding are involved.
6. Reimbursement support documents must be maintained, for five years, by the education/other agency to substantiate payments for which reimbursement is claimed.
7. Final requests for reimbursements must be made by **September 30, 2002**.

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**Specifics**

1. At least one copy of all reimbursements must include an authorized signature in **BLUE** ink. An authorized signature must be on file with the Virginia Department of Education.
2. **Form 16E** must show the payment date, amount, and agency's check or voucher number, description/name of item and serial number.
3. Please submit the appropriate invoices for the items listed on Form 16E.

**Allowable Items**

1. New Networked Classroom Multimedia Computers
2. Related technologies defined as those devices that can be attached to a computer and used in a classroom setting capable of receiving, storing, manipulating, transferring or producing data either text, visual or sound. Such devices may include: printers, scanners, digital cameras, projection devices, camcorders, optical disk units, etc.

**Return Forms to:**

Richard L. Schley, Specialist  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120  
Telephone: 804/371-6882

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**CRITERIA FOR SUPPLY AND EQUIPMENT ITEMS**

**Materials and Supplies** (not reimbursable for this grant)

A supply item is any article or material which meets any one or more of the following conditions:

1. It is consumed in use.
2. It loses its original shape or appearance with use.
3. It is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than to repair it (which is not true of equipment).
4. It is an inexpensive item, having characteristics of equipment, whose small unit-cost makes it inadvisable to capitalize the item.
5. It loses its identity through incorporation into a different or more complex unit or substance.
6. In most cases it cost less than \$300.

**Equipment/Capital Outlay**

An equipment item is a material unit, which meets all of the following conditions:

1. It retains its original shape and appearance with use.
2. It is nonexpendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than to replace it with an entirely new unit (which is not true of supplies).
3. It represents an investment of money, which makes it feasible and advisable to capitalize the item.
4. It does not lose its identity through incorporation into a different or more complex unit or substance.
5. In **MOST** cases, but not all, the cost is \$300 or more.
6. Computers and related technologies (only allowable items for this grant) defined as those devices that can be attached to a computer and used in a classroom setting capable of receiving, storing, manipulating, transferring or producing data either text, visual or sound.

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**REIMBURSEMENT CHECK LIST**

- Form 16A            **REQUEST FOR REIMBURSEMENT**. The disbursement period is inclusive of all dates recorded on the documentation supplied. A reimbursement request should not cross the state fiscal year.
- Form 16B            **PROJECT EXPENDITURES LEDGER**. All computations have been checked for omissions, additions, deletions, and transpositions.
- Claims are made only in those categories for which funds have been budgeted.
- Form 16E            **EQUIPMENT DOCUMENTATION**. This form is used for all reimbursable equipment for this grant.

**EXPENDITURE ACCOUNTS DESCRIPTIONS**

These accounts are for recording expenditures of the educational agency for activities under its control. The descriptions provided are examples only. Below is the definition of the only category for this grant:

**OBJECT CODES**

- 8000            **Capital Outlay** - only allowed category for this grant
- Classroom Networked Multimedia computers and related technologies defined as those devices that can be attached to a computer and used in a classroom setting capable of receiving, storing, manipulating, transferring or producing data either text, visual or sound.

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**FORMS**

(December 5, 2000 – September 30, 2002)

Commonwealth of Virginia Department of Education  
Goals 2000: Educate America Act - Reimbursement Handbook 2000-2002

Form 16A (7/99)

VIRGINIA DEPARTMENT OF EDUCATION  
Technology Division  
REQUEST FOR REIMBURSEMENT  
Goals 2000 Grant  
2000-2002

Mail to:  
Richard L. Schley, Specialist  
Va. Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120  
Telephone: 804/371-6882

1 original and 1 copy are required.

Grantee Name \_\_\_\_\_ hereby claims reimbursement for disbursements made  
(School Division / Division Number)  
during the period \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_ under the provisions of the Goals 2000 Grant.

This is to certify that the expenditures listed in this reimbursement have been paid in accordance with the Federal/State policies and/or regulations of the Department of Education. It is further certified that **documentation is retained and available in the office of the Local Agency** upon request to support the claim, which is subject to Federal and/or State audits, as required.

Total amount claimed as per attached documents: \$ \_\_\_\_\_.

RETURN 1 COPY WITH ORIGINAL SIGNATURE IN BLUE INK AND 1 COPY

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
Date

Prepared by

Telephone No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PROJECT DIRECTOR'S SIGNATURE

Date

DO NOT WRITE BELOW THIS LINE

\*\*\*\*\*

APPROVED FOR PAYMENT

Payee No. \_\_\_\_\_

No.

Amount \$

Program Code

Project/Cost Code \_\_\_\_\_

Grants Administrator

Date

Check No. \_\_\_\_\_ or EFT No.

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Form 16B (7/99)

**VIRGINIA DEPARTMENT OF EDUCATION  
Technology Division  
PROJECT EXPENDITURES LEDGER  
Goals 2000 Grant  
2000-2002**

Division NAME \_\_\_\_\_

1 original and <u>1</u> copy are required.
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(1) Expenditure Accounts	(2) Object Code	(3) Federal Budget Allocation as Approved (Award)	(4)* Previous Federal Balance	(5) Expenses Charged to Federal Allocation For This Period	(6) NEW FEDERAL PROJECT BALANCE (Col. 4 Less Col. 5)
Capitol Outlay	8000				

\*For the first reimbursement request, column 4 will be the same as the amount that is shown in column 3. For all subsequent requests, Column 4 will be the same amount that will be in Column 8 of the previous requisition.



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Form 16E (7/99)

VIRGINIA DEPARTMENT OF EDUCATION  
Goals 2000  
2000 - 2002  
EQUIPMENT DOCUMENTATION  
Object Code (8000)

1 original and 1 copy are required.
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Division Name:

VENDOR	ITEM NAME OR DESCRIPTION	MODEL NUMBER	SERIAL NUMBER	LOCATION OF ITEM	DATE OF PAYMENT	VOUCHER/ CHECK NUMBER	AMOUNT
						<b>TOTAL</b>	

Please attach invoice copies for the above listed equipment