

**Commonwealth of Virginia - Department of Education
Technology Literacy Challenge Grant 2001-2002
Reimbursement Handbook**

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CONDITIONS FOR REIMBURSEMENT

General

An approved proposal, properly signed and funded under the provisions of the Technology Literacy Challenge 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 (November 1, 2001- June 30, 2002). Any expenditure obligated before or 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 Initial Budget Statement must be on file before initiating a request for reimbursement.
3. Project changes must be received in writing and approved by the Department of Education prior to the initiation of any request for reimbursement.
4. An original and **one (1)** copy of all reimbursement forms must be submitted for each reimbursement request made by mail. Electronic filings via e-mail will require a signature page via mail. All expenses for which reimbursement is requested must be directly related to the project.
5. Claims for reimbursement must be based upon actual disbursements made by the grantee during the period for which the request is made.
6. Reimbursement for claims contained in the request must not have been claimed previously by the education agency/organization.
7. All items of expenditure must be correctly prorated for the project when two or more sources of funding are involved.
8. Reimbursement support documents must be maintained, for five years, by the education/other agency to substantiate payments for which reimbursement is claimed.
9. Final requests for reimbursements must be made by September 30, 2002.

Travel (Object code 3000)

1. Unless specified in the approved proposal, only those persons who are employed under the provisions of the project may be reimbursed for travel and lodging expenses.
2. Travel expenses, including food and lodging, related to the funded project must adhere to State Travel Regulations. The rate of reimbursement for travel is \$.27 per mile.
3. Unless specifically approved as a part of the proposal, claims will not be accepted for out-of-state travel without prior written approval from the Department of Education.
4. When request for out-of-state travel is made, a copy of the approval must be attached to the travel voucher in addition to other pertinent documents as described above in Item No. 4.

Specifics

1. At least one copy of all reimbursements must include an authorized signature in **BLUE** ink.
2. Divisions requesting reimbursement must itemize on **Form 16G** which must show the payment date, amount, and agency's check, and description of item.
3. Computers and other related hardware, purchased with project funds must be the same as that shown on the approved original or amended proposal of the local grant application
4. School Divisions must spend grant funds using the following guidelines:
Up to 100% of subgrant may be spent for training (3000,4000,5000); or,
Up to 50% of subgrant may be spent for training (3000,4000,5000) and up to 50% for software (6500); or,
Up to 50% of subgrant may be spent for training (3000,4000,5000) and up to 50% for hardware (8000); or, hardware (8000) and software (6500) costs.
5. In all cases no more the 20% can be spent on materials and supplies (6000)
6. Up to 5% can be used by a school division for administrative costs (4000)

Unallowable Items

1. Subscriptions and organization memberships.
2. Local and state taxes.
3. Non-project related supplies.
4. Salaries and benefits.
5. Indirect costs for capital outlay.

Return Forms to:

Richard L. Schley, Instructional Technology Specialist
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120
Telephone: 804/371-6882
E-mail: rschley@mail.vak12ed.edu

CRITERIA FOR SUPPLY AND EQUIPMENT ITEMS

Materials and Supplies (6000)

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 (8000) (Only for approved computers and related technologies)

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.

REIMBURSEMENT CHECK LIST

- Form 16A **REQUEST FOR REIMBURSEMENT**. The disbursement period is inclusive of all dates recorded on the documentation supplied.
- 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 16F-1 **BUDGET AMENDMENT BETWEEN CATAGORIES**. This form should be used when it becomes necessary to transfer funds between budget categories. There is also a separate Excel file which can be filled out and submitted by e-mail.
- Form 16G **PROJECT DOCUMENTATION**. This form should be used as back-up data for all categories other than Salaries, Fixed Charges, and Equipment.
- Form 16 E **EQUIPMENT DOCUMENTATION**. This form is used for all computers and related technologies approved for this grant.

Note: All reimbursement requests must contain all of the following forms:

- 16A **REQUEST FOR REIMBERSEMENT**
- 16B **PROJECT EXPENDITURES LEDGER**
- 16G **PROJECT DOCUMENTATION**

If the reimbursement request includes the hardware (8000), then form 16E **EQUIPMENT DOCUMENTATION** and the appropriate invoices must be submitted.

EXPENDITURE ACCOUNTS DESCRIPTIONS

These accounts are for recording expenditures of the educational agency for activities under its control. The descriptions provided are examples only. Each expenditure category for a project must be approved by the State Education Agency. The following are definitions of the major categories:

OBJECT CODES

- 3000 **Purchased Services**
Services acquired from outside sources (i.e. private vendors, tuition, client/participant travel, day care, public authorities or contracted therapists). Any required evaluation component should be included under this section.
- 4000 **Internal Services**
Charges from an Internal Service Fund to other activities or elements of the local government. (i.e., data processing, automotive/motor pool, central purchasing, or print shop).
- 5000 **Other Charges**
Utilities, communications, insurance, leases/rentals, staff/consultant travel, or indirect costs. Indirect cost is a preapproved percentage for your agency/division that is allowed for expenses that cannot be easily calculated. Note: Indirect cost cannot be claimed against capital outlay). Indirect costs cannot be considered for reimbursement or towards a local match for Even Start projects.
- 6000 **Materials and Supplies**
Includes articles and commodities which are consumed or materially altered when used and **minor equipment (less than \$300)** which is not capitalized (i.e. instructional materials, administrative supplies, etc.).
- 6500 **Software**
Instructional software used for the training activities of the project.
- 8000 **Capitol Outlay**
Expenditures for computers and related technologies as outlined in the approved initial budget statement.

FORMS

SPECIAL NOTE: Submit only the forms needed to document the items for which reimbursement is requested.

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Form 16A (11/001)

VIRGINIA DEPARTMENT OF EDUCATION
Technology Division
REQUEST FOR REIMBURSEMENT
Technology Literacy Challenge Grant 2001-2002

Mail to:
Richard L. Schley, Specialist
Va. Department of Education
P.O. Box 2120
Richmond, VA 23218-2120
Telephone: 804/371-6882
E-mail: rschley@mail.vak12ed.edu

**1 original and 1 copy are
required by mail.
E-mail and 1 signed 16A
only**

Division Name/Number _____ hereby claims reimbursement for disbursements made
(School Division / Division Number)
during the period _____, 20__ to _____, 20__ under the provisions of the Technology Literacy Challenge 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

Date

PROJECT DIRECTOR'S SIGNATURE

DO NOT WRITE BELOW THIS LINE

APPROVED FOR PAYMENT

Payee No. _____ Amount \$ _____ Request # _____

Project/Cost Code _____ Grants Administrator _____ Date _____

Check No. _____ or EFT No. _____

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Form 16B (11/01)

VIRGINIA DEPARTMENT OF EDUCATION
Technology Division
PROJECT EXPENDITURES LEDGER
Technology Literacy Challenge Grant 2001-2002

Division name _____

1 original and 1 copy are required.

(1) Expenditure Accounts	(2) Object Code	(3) Federal Budget Allocation	(4) Previous Federal Balance	(5) Expenses Charged to Federal Allocation For This Period	(6)** Current Expenses or Match Paid Through Local Funds	(7) NEW FEDERAL PROJECT BALANCE (Col. 4 Less Col. 5)
Purchased Services	3000					
Internal Services	4000					
Other Services	5000					
Materials/ Supplies	6000					
Software	6500					
Capitol Outlay	8000					
TOTAL	XXXX					

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Form 16G

VIRGINIA DEPARTMENT OF EDUCATION
 Technology Division
 Technology Literacy Challenge Grant 2001-2002

1 original and 1 copy are required

Division: _____

FEDERAL PROJECT DOCUMENTATION

ALL INFORMATION MUST BE PROVIDED.					
Vendor	Item Description	Object Code	Check or Voucher #	Date of Payment	Amount
				Total	

Form 16E (11/01)

VIRGINIA DEPARTMENT OF EDUCATION

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Technology Literacy Challenge Grant 2001-2002
 EQUIPMENT DOCUMENTATION
 Object Code (8000)

1 original and 1 copy are required.

Division Name _____

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

Please attach invoice copies for the above listed equipment

Virginia Department of Education
 Revised Budget Statement
 Technology Literacy Challenge Grant 2001-2002

Please e-mail to: *rschley@mail.vak12ed.edu*

Division number _____

Division Name _____

Categories	Original Amount	Revised Budget
1. Purchased Services (3000)		
2. Internal Services (4000)		
3. Other Charges (5000)		
4. Materials and Supplies (6000)		
5. Software (6500)		
5. Capital Outlay (8000) - Computers, hardware		
Total	\$0	\$0

School Divisions must spend grant funds using the following guidelines:

- Up to 100% of subgrant may be spent for training (3000,4000,5000); or,
- Up to 50% of subgrant may be spent for training (3000,4000,5000) and up to 50% for software (6500); or,
- Up to 50% of subgrant may be spent for training (3000,4000,5000) and up to 50% for hardware (8000); or,
- hardware (8000) and software (6500) costs;
- In all cases no more the 20% can be spent on materials and supplies (6000)
- Up to 5% can be used by a school division for administrative costs (4000)

Project Director's Name _____ Date _____

Budget Authorization Name _____ Date _____

If you wish an approved copy for your records, please indicate the person and fax number or e-mail address you wish it sent to:

Send to: _____ Fax: _____
 e-mail: _____

Approved _____
 Not Approved _____

 Grants Program Administrative Manager
 Date _____