

**Grant Financial
Procedures and Helpful
Information for
Program Directors**

Welcome to the Grant World

Whether this is your first experience with grants or not you probably have a lot of questions. Hopefully this will help get you started.

All grant applications are prepared and completed by the Director of Grants x4759. Once a grant has been awarded to Orange County Community College and we receive documentation of this then the grant is managed by the Grants Coordinator-Accountant, Liza Fragola x4913.

If you have been appointed a program director for a grant you should contact Liza as soon as we receive award notification to receive a grant number and share any grant documentations received. All grants are required to have a detailed budget and a contract signed by SUNY Orange's VP of Finance, Paul, and the grantor before any spending may occur. As the program director you should make yourself familiar with both of these documents. All financial reporting should be prepared by the Grants Coordinator-Accountant. All program related reporting is the responsibility of the program director. All reporting should be based on expenses and activity charged to the grant fund and org which has been approved by all appropriate parties ahead of time. The program director should keep grant file(s) in addition to the files kept in the business office. If you have any questions regarding the grant procedure throughout the grant you should not hesitate to contact the Grants Coordinator-Accountant.

Within this booklet you will find some of the general procedures, forms, and policies you should follow. Please note that each grant has its own set of guidelines and rules within the contract and those should be followed exactly as they are written. At the end of this booklet there are a list of forms that are mentioned throughout the document and they can also be found on our website in order for you to save them electronically.

Grant Name & Number

The grant name used throughout the life of the grant should be the name list on the award notice. Using the name on the grant award notice will ensure that everyone speaking about the grant is calling it by the same name. The college is lucky to have many grants and many grants for similar things so this is the easiest way to be sure grants are not mistaken for another grant. A different grant number is associated with each grant and changes from grant year to grant year. All grant numbers (aka organization in banner) begin with the number 8 and are a total of four digits/characters. (ie: 8XXX). The grant name and number should be written on all grant documents to ensure that the proper people are receiving them and the proper account is

being charged. Your grant # is also referred to as the organization. Your grant # plus two zeros is referred to as the fund.

Activity Code

Activity Codes can be created in banner to track specific activity, such as grant in kind activity, events within a grant, or departments within a grant. We can setup an activity code for them and that activity code should be put on any journal entry, purchase requisitions, or vouchers next to the department and highlighted. Then we can use the code in certain screens (such as FGIBDST) and track the activity within the department and tracking the amount spent for that activity within a department. Activity codes can also be used in operating departments to track specific activity if there is a need. Activity Codes are up to 4 digits/characters and created by the grant coordinator and accountant for consistency.

Grant Purchasing

- No purchases should be made by any individual unless specifically approved by the business office. If you purchase an item personally please know that it is a possibility that you will not be reimbursed or reimbursed at a lesser rate, and tax will never be reimbursed.
- Purchase requisitions must be filled out for any item to be purchased for a grant. Check your available budget in banner to ensure that there is funding available and the purchase is an approved grant purchase per the grant contract. Please be sure to note the grant number and name on the purchase requisition.
 - All purchase requisitions should be filled out, attached should be the proper documentation (ie: quotes, details about the purchase, contract, etc), signed by the program coordinator and the person they directly report to. If the purchases are IT software or hardware then the CIO also needs to sign the requisition. The program coordinator should keep a copy of this documentation for their files and the original should be sent over to the Business Office. Once it has arrived at the Business Office it will be reviewed and signed by the Grants Coordinator and then processed by the Purchasing Department. The Purchasing Department will place the order and issue a Purchase Order number.
- Please note that a purchase requisition is NOT a purchase order (PO) and it should not be sent to any businesses. The Purchasing Department will then send a copy of the purchase order back to the person who filled out the requisition for their files as well as to the vendor.
- Once a purchase order has been issued it is now tracked in our computer system and is encumbered in the grant.

- The Business Office does have a credit card in order to purchase items online that do not accept a purchase order. The purchasing department makes the decision if the credit card should be used if the company has already been contacted about PO.
- The college has a preferred vendor list for certain items. Please note that even when using our preferred vendors you still must complete a requisition and it should be processed by purchasing.
 - Our stockroom should be used for most office supplies. If you have checked with the stockroom and they do not have the item(s) then **Staples** is our preferred vendor. Please use the staples advantage website when you need a staples order. If you do not have an account or need assistance with the site please contact purchasing. Please wait to put in a Staples order until you have a minimum of \$20.
 - **Amazon** is a preferred vendor. We now have an account with Amazon and the pricing you see will be guaranteed for 7 days. If you need to purchase something through Amazon please use your college Amazon account. If you do not have one please contact purchasing and they will set you up and explain how to use it.
 - **Enterprise** is used for vehicle rental. Please use the travel reimbursement form to determine the most cost effective form of travel as you will only be reimbursed for the lowest cost.
 - **Shoprite** is used for food items needed for classes. The business office has a Shoprite card which can be signed out from the purchasing office. A purchase requisition should be given to purchasing for an estimate of the amount you will be spending when signing out the card. Once you have made your purchases return the card and the receipt (noting the department/grant# at the top) and submit.
 - **The Pizza Shop (Newburgh), Panera (aka Take Home the Bread), Franco Di Roma, and Lorenzo Group** are preferred vendors for prepared food. Prepared food should only be purchased for meetings lasting more than 4 hours long and occur during lunch breaks. When possible meetings should be scheduled early or later to avoid lunch breaks. Cost for a meal per person should not exceed \$10/person.

Paperwork must include meeting date, reason for meeting, time span, number of attendees, and if it was a student or employee event.

- All beverages must be purchased through **Pepsi** or an authorized Pepsi distributor.
- We also do business with **Home Depot** and **Lowes** which have their own separate procedures which purchasing can explain if the need arises. We have contracts with **Quality Bus** and **Camden Coach** as well if group transportation is needed.
- College guests, speakers, and events needing a local hotel should use **Sleep Inn & Suites** here in Middletown.
- **College Bookstore** may be used for books or items with the college logo (it may not be used for office supplies). Please be sure to setup an account with the bookstore and establish a budget at the beginning of each fiscal year (Sept 1) in order to get approved for purchasing.

College Bookstore

The College Bookstore is no longer run by the Association and now is being managed by a third party, Follett. In order to purchase items from the bookstore, you must setup your department and submit a budget annually. Any requests submitted to Follett should also CC the Grants Coordinator. Basic office supplies may not be purchased at the bookstore. Only books and items with the college logo are acceptable purchases. As per Follett here is the procedure:

1. Identify an account authorizer per department – can be multiple people if appropriate
2. Identify a charge limit/balance based on budget constraints
3. Identify billing contact information
4. Communicate this information to the bookstore at 2022mgr@follett.com CC'ing liza.fragola@sunyorange.edu if it should be charged to a grant
5. Bookstore manager will set up a charge account
6. If there are others allowed to charge on the account this can be communicated to the store manager – otherwise – account authorizer can always call or email at any time to allow another dept representative to charge
7. Departments are eligible for a 20% discount on general merchandise purchases
8. Statements will be sent out to each department monthly, they must be reviewed, signed, attached to a voucher along with original receipts, and returned to the business office for payment.

All Purchases

Depending on the price of the item you are ordering you may need to obtain several quotes in writing, over the phone, or go out for bid before completing a purchase requisition. Documentation must be attached to your purchase requisitions. Below is the college's policy:

PURCHASING DEPARTMENT

QUOTATIONS AND LEGAL BID REQUIREMENTS

For all expenditures whether reimbursable by Grant money, NYS etc.

- Purchases of services or goods under \$5,000 should still do research and document price comparison
- All purchases of services or goods greater or equal to \$5,000 should have three quotes. Please use the quote form to document
- All purchases of services or goods greater or equal to \$20,000 should complete the Bid or RFP process (Please contact purchasing for the specifics)
- All purchases of services or goods greater or equal to \$35,000 should have a sealed bid (Please contact purchasing for the specifics)

The college is exempt from paying sales tax and will not reimburse any state sales tax. A tax exempt form can be found on the business office website. If you have any questions regarding this process, your purchase requisition, or purchase order please contact the Purchasing Department at x4780.

Grant Vouchers

Grant Vouchers should be filled out only for items that were not purchased through the purchasing department with a purchase requisition/purchase order. A voucher should have proper documentation attached (ie: receipts, travel log, invoices, etc), signed by the program director, signed by the person they report to, and then sent to the Business Office for processing. Some vouchers may need a W9 attached if the payment is going to an individual.

Once received by the Business Office it will be reviewed and signed by the Grants Coordinator-Accountant and then processed cutting a check. Checks are cut biweekly. All completed

documentation received by Tuesday will be processed in the current week and checks will be mailed on Fridays. Anything received after Tuesday will be processed in the following week. Vouchers should be used for an expense that has already occurred and needs to be paid. The voucher should be filled out to the exact name and address of who the check will be made out to and sent to. If the voucher and check will be made out to an individual or a company that is not incorporated then a W9 must be filled out by the person/company that the check will be made out to. Please note that the college is exempt from sales tax and will not reimburse for any tax. A tax exempt form should be presented to any vendors in order to avoid paying tax.

Summarized Sequence of Events for Purchasing Goods or Services:

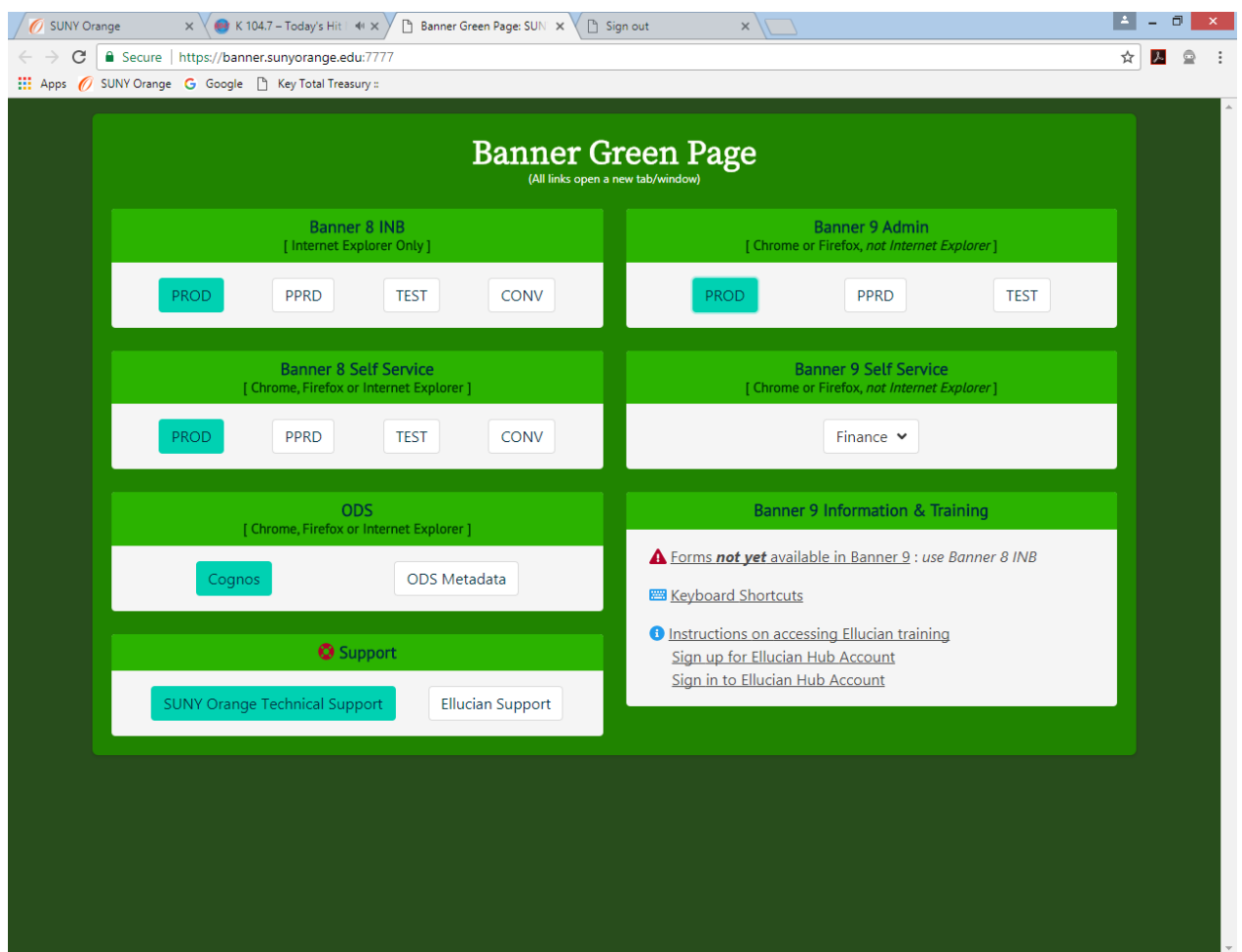
- Grant program coordinator submits a completed purchase requisition (signed by the coordinator/director and their direct report)
- Purchasing produces a purchase order and send coordinator a copy
- Goods and Services are provided to the college by the vendor
- Vendor submits an invoice to the college
- Business Office emails the invoice to the program coordinator
- Accounts Payable matches the invoice to the purchase order and to receiving documentation (if applicable)
- A check is cut and mailed to the vendor

Grant Budget & Deadlines

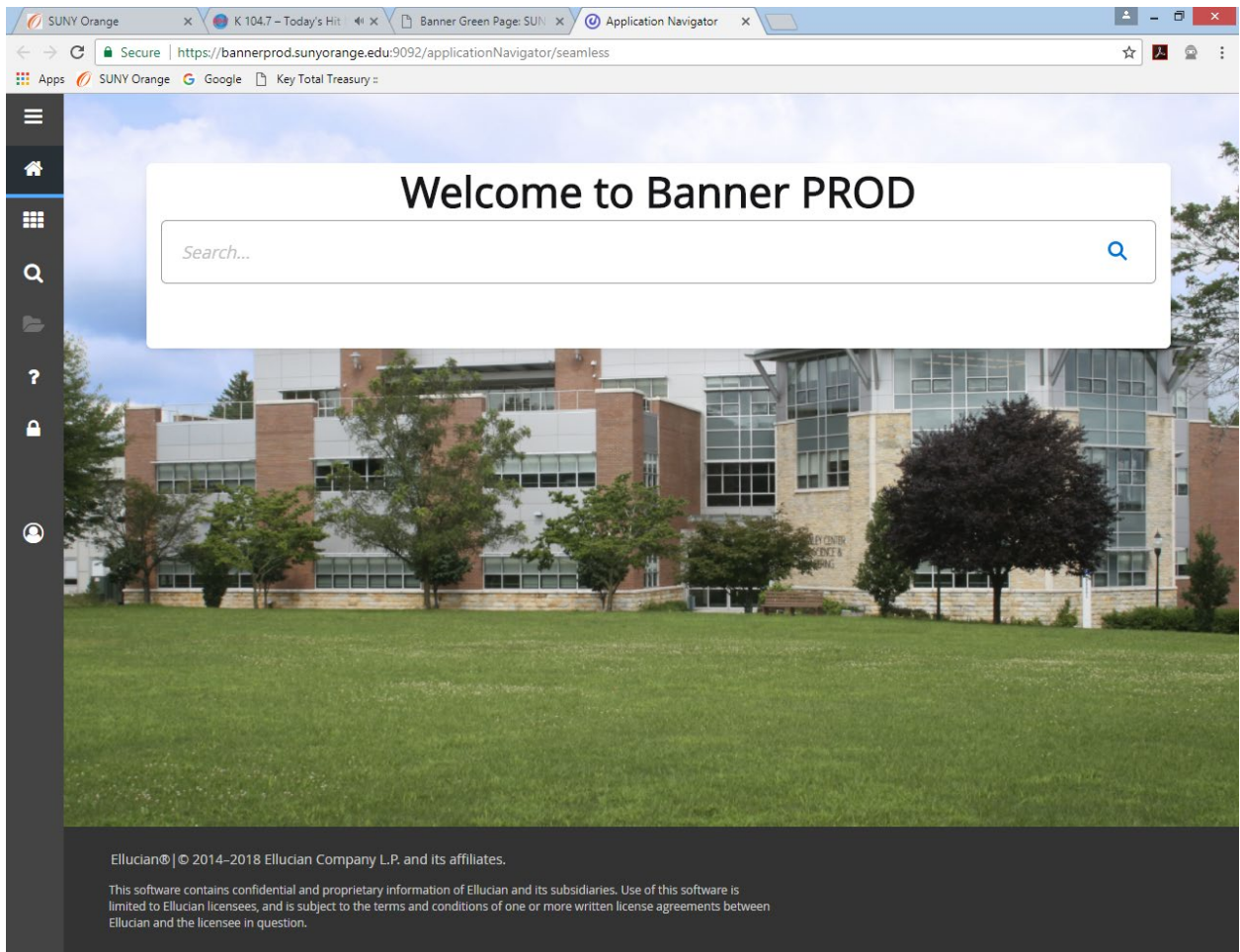
It is your responsibility as the program director to be aware of all grant deadlines listed in the contract and to stay within the grant's approved budget. The grant year and any reporting should be something that you are aware of at all times. You should be aware of your grant budget and it should be monitored by spreadsheets and by viewing the computer system Banner. In order to obtain access to Banner please contact the IT Department x4749. Once you have access if you would like some tips as to the best way to view grant information please make an appointment to meet with Liza Fragola.

Monitoring Grant Budget in Banner 9

1. Using the Chrome Browser enter: <https://bannerprod.sunyorange.edu:8888/> then select “PROD” under Banner 9 Admin



2. Enter FRIGITD in the search on the welcome screen



3. Use FRIGITD to check grant financial info: Make sure there is an O (for Orange) in the Chart field. Type grant # plus two zeros (8XXX00) into the fund box then click enter. This will automatically fill in the remainder of the cells necessary then click Go (top right)

The screenshot shows a web browser window with the URL <https://bannerprod.sunyorange.edu:9092/applicationNavigator/seamless>. The application is titled "Grant Inception to Date FRIGITD 9.3.10 (PROD)". The form contains the following fields and options:

- Chart of Accounts:
- Grant: County: Job Training/Tuition
- Grant Year:
- Fund:
- Index:
- Program:
- Organization:
- Activity:
- Location:
- Account Type:
- Account:
- Account Summary:
- Date From (MM/YY): /
- Date To (MM/YY): /
- Include Revenue: ☐
- Exclude Indirect: ☐
- Accounts: ☐
- Costs: ☐
- Hierarchy: ☐
- Fund Summary: ☐
- By Sponsor Account: ☐

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 FGFRPHC.KEYBLOC_ORGN_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

4. Adjusted Budget is total budget, activity is total expense (these items have been received and paid for) in each line item, commitments is total items encumbered (these items have been purchased through purchasing but not yet received and not paid for), Available Balance is the total remaining in the budget.

SUNY Orange K 104.7 - Today's Hit Banner Green Page: SUNY Application Navigator

Secure https://bannerprod.sunyorange.edu:9092/applicationNavigator/seamless

Apps SUNY Orange Google Key Total Treasury

ellucian Grant Inception to Date FRIGTD 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Chart of Accounts: O Grant: G008E5400 County: Job Training/Tuition Grant Year: Index: Fund: 8E5400 Organization: 8E54 Program: 90 Activity: Start Over

Location: Account Type: Account: Account Summary: All Levels Date From (MM/YY): 12 / 18 Date To (MM/YY): 02 / 19

Include Revenue Accounts: ☐ Exclude Indirect Costs: ☐ Hierarchy: ☐ Fund Summary: ☐ By Sponsor Account: ☐

GRANT INCEPTION TO DATE

Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
6202	L	Part Time Staff	571,400.00	74,532.02	0.00	496,867.98
6910	L	NYS Employees Retirement	68,568.00	10,026.57	0.00	58,541.43
6920	L	TIAA Cref	0.00	2,322.15	0.00	-2,322.15
6930	L	Social Security	43,712.10	7,849.71	0.00	35,862.39
6940	L	Workers Compensation	5,714.00	0.00	0.00	5,714.00
6950	L	Unemployment Compensation	571.40	0.00	0.00	571.40
6960	L	Health Insurance	311,722.50	0.00	0.00	311,722.50
6965	L	Dental Plan	25,000.00	0.00	0.00	25,000.00
6993	L	MTA Employer Tax	0.00	341.93	0.00	-341.93
7310	E	Office Supplies	7,000.00	0.00	125.12	6,874.88
7316	E	Library Resources (off Campus)	1,000.00	0.00	0.00	1,000.00
7640	E	Purchased Food Supplies	200.00	0.00	0.00	200.00
7672	E	Conferences	700.00	0.00	0.00	700.00
7674	E	Routine Mileage	800.00	0.00	0.00	800.00
7675	E	Vehicle Lease	500.00	0.00	0.00	500.00
7678	E	Training	13,000.00	0.00	0.00	13,000.00
7680	E	Participant Support	1,000.00	0.00	0.00	1,000.00
7699	E	Misc Contract Serv	5,000.00	0.00	0.00	5,000.00
7801	E	Projects One Time	1,000.00	0.00	0.00	1,000.00
7897	E	Admin Overhead	105,689.00	0.00	0.00	105,689.00

Record 1 of 20

NET TOTAL

Adjusted Budget	Activity	Commitments	Available Balance
1,162,577.00	95,072.38	125.12	1,067,379.50

READ Record: 1/20 FRVGBAL.FRVGBAL_ACCT_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian

5. If you want to know what makes up a line item, click on the dollar amount such as Office Supplies commitment line \$125.12 go to the top right click on related then grant detail information (FRIGTRD) and it will bring you to a list of items that make up that total. Please note that you now have to scroll left to right to see all of the information. Also if there are more than 10-20 items you must go to the bottom and adjust the number of items seen per page and click through all pages otherwise you will be missing info.

Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction
7310	8E54	90	01/18/2019	PORD	P0031076	Staples Advantage	U	8E5400			01/18/2019

Grant Travel & Conference

Employees will only be reimbursed for travel expenses that are directly related to work duties and grant approved. Employees will only be reimbursed for the most cost effective form of transportation. Please use the travel reimbursement form found on the business office website to calculate this before any travel. The travel reimbursement form will determine if renting a vehicle or using your personal vehicle is more cost effective. Adjunct travel to Clinical Sites will be paid one way only, to the Clinical Site and not for the round trip. Also, please note on the mileage charts that the policy is to pay the lesser of actual vs. the chart. For example if the

distance from the employee's home is less than the distance from the college campus, the lesser amount will be paid. If attending a conference and travel is involved please make sure to complete the conference authorization form with appropriate signatures (including VP not just AVP) to be attached to a purchase requisition to make sure all expenses are encumbered.

Mileage is reimbursed at a rate that is determined by the IRS or lesser amount. The current rate, as of January 1, 2023, is \$0.66 cents per mile. This rate is normally adjusted each January and will be posted on this web site as well as in a Grapevine Announcement. Please review and follow the travel policy on the Business Office portal. Please note that when submitting vouchers for travel reimbursement, the address traveled to AND from must be specified on the voucher. If it was a round trip, please make that clear. In an instance where it is not a standard trip (Ex. Middletown Campus to Newburgh Campus, or the usual trips that departments such as Nursing and Diagnostic Imaging make where their departmental mileage charts can be used) the Business Office requires that a MapQuest verification of the miles traveled be attached to the voucher as back up otherwise it will not be processed.

Employee Travel Attachment Checklist

	Please mark all attached	X
1	Complete Travel Authorization for each person for each event	
2	Conference Advertisement including location, dates, topics	
3	Completed Travel Reimbursement Form	
4	Google Map to match Travel Reimbursement Form	
5	Completed Conference Registration for each person	
6	Enterprise Confirmation	
7	Completed Purchase Requisition(s)	

Field Trip Attachment Checklist

	Please mark all attached	X
1	Complete Travel Liability Waivers (permission Slips)	
2	Complete Travel Approval Request	
3	Completed Purchase Requisition(s)	

Grant Employees/Payroll

All employee hiring and initial paperwork should be handled through HR Coordinator, Eileen Barrett x 4660. Timesheets should be kept up to date in ADP by the program director and approved for payroll per the payroll department's rules. Please contact payroll for any questions regarding payroll x4918. If an employee's earnings should be charged to a grant please be sure to make HR and payroll aware of the grant name & number so it can be recorded correctly and the correct paperwork is generated.

Grant Income (Revenue)

Any checks should be made out to Orange County Community College from our grant funders. The check should be immediately sent to the Grant Coordinator- Accountant in the Business Office order for it to be deposited into the bank and posted to the appropriate account. All checks should immediately be sent to the Business Office with any documentation that was enclosed with the check.

Grant Vendor Contract Instruction/ Services

If a grant's budget allows for vendor contract instruction/services the college requires a written contract between the college and the person/company we are contracting with. The contract should include the name of the person/company we are contracting with, the address, the total amount to be paid, if there will be installments, date(s) when payment(s) are due, what the contracted person/company must do in order to fulfill the contract, signed by both the college and contracted person/company, and any other unique details that should be noted.

Student Incentives paid with grant funds

Some grants have initiatives that allow for student incentives such as gift cards, book vouchers, tuition reimbursement, child care tuition, goal-based incentives, etc. Please be aware that all grant guidelines must be followed but in addition Financial Aid regulations require all student incentives to be reported. Please check with me about the specific type of incentive and whether it will get posted by student accounts or if a purchase requisition is required. In addition, all student incentives will require a grant gift log to be completed and submitted with your paperwork for processing. The grants coordinator will ensure that financial aid receives this log so they can comply with their regulations. The grant gift log is housed on the grant management portal page along with all other forms needed for all things grant related.

Grant In-Kind (paid for by the college)

Some grant proposals upon submission are requiring that the college contributes a certain amount of In-kind money. Some cases it specifies exactly what categories or items the college must contribute throughout the life of a grant. All grant proposals are submitted by our grant writer and approved by VP/President before submission. If a grant is approved and awarded with the condition of grant in-kind activity, these items should not be recorded in the grant but they should be recorded in the college budget using 1110-4017 on paperwork and reviewed in banner. Each grant should have their own activity code to be used in conjunction of using this budget 1110-4017. Nothing should be charged to 1110-4017 unless there is a budget in banner with their activity code.

Forms: purchase requisition, travel form, voucher, W9, tax exempt form, hotel tax exempt form, travel reimbursement form, conference form. All forms can also be found on our My SUNY webpage under the Business Office.