

**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, Judy Osburn 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, Linda, 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. 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 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.

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. 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 (ie: Staples, Take Home the Bread aka Panera, Hampton Inn, and Shoprite). We also do business with home depot and enterprise which have their own separate procedures which purchasing can explain if the need arises. We have contracts with Quality and Camden Coach as well if group transportation is needed.

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.

CAPITAL EQUIPMENT

This category includes equipment lasting more than one year and each unit costs \$500 or more.

\$1,000 - \$7,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$8,000 - \$19,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$20,000 – Over – Sealed Legal Bid required. (Responsibility of Purchasing Department).

Requisitioner to supply names of three vendors and specification sheet identifying equipment completely so all vendors will bid on same type of item. This is also applicable when capital equipment is purchased in aggregate.
General Municipal Law 103

MATERIALS, SUPPLIES, & SOME SERVICES

This category includes supplies expendable within one year. Materials and supplies expendable within one year and costs under \$500 per item.

\$1,000 - \$19,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$20,000 – Over – Sealed Legal Bid required. (Responsibility of Purchasing Department).

Requisitioner to supply names of three vendors and specification sheet identifying equipment completely so all vendors will bid on same type of

item. This is also applicable when materials and supplies are purchased in aggregate.
General Municipal Law 103

CONTRACT SERVICES-Public Works

“Public Works” relates to most service contracts (printing is not a public work) and is not limited to contracts for construction and building services.

Up to \$20,000 – Three written quotes are required and to be obtained by the Requisitioner.
Department may recommend award. Contract awarded at discretion of the Purchasing Department.

\$20,001 - \$35,000 – Four written quotes required to be obtained by the Requisitioner.
Department may recommend award. Contract awarded at discretion of the Purchasing Department.

Over \$35,000 – Sealed Legal Bid required per General Municipal Law 103
(Responsibility of Purchasing Department).

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 once a week. 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
- Purchasing produces a purchase order and send coordinator green 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

1. Use FRIGITD to check grant financial info: Type grant # (8XXX00) into the fund box then click next block

2. 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.

3. If you want to know what makes up a line item, click on the dollar amount such as Field trips line \$216 go to the top click on options then grant detail information and it will bring you to a list of items that make up that total.

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 form with appropriate signatures 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. The current rate, as of January 1, 2017, is \$0.535 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 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.

Grant Employees/Payroll

All employee hiring and initial paperwork should be handled through HR Coordinator, Eileen Barrett x 4660. Timesheets should be kept by the program director and submitted to 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.

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.

