

**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, Roz Smith, 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 blank forms but 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.

## **Grant Purchasing**

Purchase requisitions should be filled out for any item to be purchased for a grant. 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 director and the person they directly report to. The program director 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. The Purchasing Department will then send a copy of the purchase order back to the person who filled out the requisition for their files. Once a purchase order has been issued it is now tracked in our computer system and is encumbered in the grant. 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. Below is the college's policy:

### **PURCHASING DEPARTMENT**

#### **QUOTATIONS AND LEGAL BID REQUIREMENTS**

##### **CAPITAL EQUIPMENT**

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

\$5,000 - \$7,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$8,000 - \$9,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$10,000 – Over – 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.

##### **MATERIALS AND SUPPLIES**

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

\$5,000 - \$7,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$8,000 - \$9,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$10,000 – Over – 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.

### **CONTRACT SERVICES**

This category includes contract services such as printing, physical plant projects, rubbish removal, etc.

\$10,000 - \$14,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$15,000 - \$19,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

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

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

If you have any questions regarding this process, your purchase requisition, or purchase order please contact Maria Sarett in the Purchasing Department at x4852.

### **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.

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.

### **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.

### **Grant Travel**

Employees will be reimbursed for travel expenses that are directly related to work duties. 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.

Mileage is reimbursed at a rate that is determined by the IRS. The current rate, as of January 1, 2015, is \$0.575 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.

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

