

Effective July 1, 2007, institutions began receiving basic grant allocations through reimbursement rather than a schedule of payments. Following are procedures to be followed to assure that payments are received in a timely manner.

**FORM FOR REIMBURSEMENT REQUEST**

The form for reimbursement can be downloaded at:

<http://www.adheperkins.com/PYE09.html>

**REQUIRED INFORMATION**

The following information must be provided:

- Reimbursement period
- Institution/Consortium name
- Annual Plan Activity #
- Budget Category
- Transaction Date
- Payee
- Purchase Order (if appropriate)
- Invoice/Supporting Document (source of supporting document)
- Inventory # (if appropriate)
- Amount
- Coordinator approval and date approved
- Person submitting request and date submitted
- ADHE approval and date approved/forwarded to ADWE.

**PAYMENT SCHEDULE**

The following schedule will be followed:

- ADHE must receive requests from institution by 10<sup>th</sup> of the month.
- ADHE will process by 20<sup>th</sup> of the month and forward to ADWE.
- ADWE will generally process and electronically transfer funds to the institution by the 31<sup>st</sup> of the month.

**AUDIT PROCEDURES**

- Supporting documents will not be required at the time reimbursement is requested. However, ADHE will request supporting documents on randomly selected expenditures to meet fiscal oversight requirements of the grant. The institution will be notified of which expenditure has been selected for review. Documentation must be provided before future reimbursements will be made.
- Random selection will be based upon risk analysis criteria.
- All expenditures will be subject to audit during annual compliance review. The coordinator should maintain a file of all Request for Reimbursement forms.