

Effective July 1, 2007, institutions will receive 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/local_transitions_07-08.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
- Person submitting request
- Date submitted

PAYMENT SCHEDULE

The following schedule will be followed:

- ADHE must receive requests from institution by 10th of the month.
- ADHE will process by 20th of the month and forward to ADWE.
- ADWE will process by the 31st of the month.
- Institution will receive funds electronically shortly after the 1st of the following 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.