PERKINS DESK REVIEW FORM PYE24

Institution:

Coordinator:

1. **PROGRAM REVIEW**
   1. Review how special populations and nontraditional students are supported:

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* 1. Review Programs of Study. Please submit the document below.
     + Up-to-date POS MOU with secondary school

1. **FISCAL REVIEW**
   1. Review financial process at your college and duties of each person involved in Perkins grant. List specific names and task responsibilities.

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* 1. Refer to your colleges FISCAL REVIEW REPORT and respond to this question:

Please review the summary of the grant amount, approved budget, activities, and activity purchases totals for PYE23. If there is a blank after the activity, your school did not purchase for this activity.

Explain below why you succeeded or failed in the activity purchases. You should address your performance for each activity.

Can you improve your performance? And with what strategies?

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1. **INVENTORY CHECK**
   1. Be sure to **update and upload any M&R or changes** to your historical inventory document for inventory prior to the PYE21 year. These are stored in the REPORTS section of the portal. Choose a statement below.

\_\_\_\_\_ Yes, I updated my historical inventory document and uploaded to the portal

\_\_\_\_\_No, there were no changes to my inventory prior to PYE21.

* 1. **The state office may request** images of inventory items. Requests will be done by email. This will be a random check.
  2. ***When was the date of your last physical inventory check?*** (You are required to check at least every two years.) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***State Office Use Only*** |  |
| State Staff Reviewer: |  |
| Date Submitted: |  |
| Date Reviewed: |  |
| Requests for Clarification: |  |
| Addtl. Notes: |  |