PERKINS COMPLIANCE REVIEW CHECKLIST PYE25

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| Institution: |  | Date: |  | State Staff: |  | Type: |  |

1. **PROGRAM REVIEW**
   1. Personnel interviewed:
   2. Review how special populations and nontraditional students are supported
   3. Review Programs of Study. Please submit the document below.
      * POS Articulation Agreements
2. **ACTIVITIES REVIEW**
   1. Personnel interviewed:
   2. Review progress to date for each activity
   3. Review impact on student achievement.
3. **FISCAL REVIEW**
   1. Personnel interviewed:
   2. Review written polices required by new EDGAR/UGG (effective July 2025). Submit a document of the policy location, physical or electronic.
4. Financial Management Procedure - § 200302(b)(6)(7) & § 200305
5. Internal Controls
6. Mandatory Disclosures -§ 200113
7. Whistle Blower Protection - § 200117
8. Required Certifications - § 200415
9. Allowability Procedures - § 200302(b)(7)
10. Conflicts of Interest Policy - § 200318(c) & 200112 to include Board Members
11. Competition - § 200319
12. Equipment Management Procedures - § 200313(d)(e)
13. Procurement Method and Procedures (three types) - § 200320
14. Compensation and Fringe Benefits Policies – § 200430(a), § 200431(a)
15. Travel Policy - § 200474 & §200475
16. Conferences - §200432
17. Time & Effort Policy - § 200430
    1. Review financial management system as related to Perkins, including quarterly reconciliation
    2. Review PARs on file for Perkins funded positions
    3. Review Perkins inventory management system. There will be a random check of items. Your document submission **upon request** will be two images of each requested item. Document: One inventory tag image and one location image.
       1. Inventory sheet (online in portal as of PYE2021 and upload of inventory sheet prior to PYE 2021).
       2. Date of last physical check. You must check every two years.
    4. Review Supplemental Review areas of concern

\_\_\_Tenure \_\_\_ Unused Funds \_\_\_Reimbursements \_\_\_Results /IP

1. **ACCOUNTABILTY/PROGRAM IMPROVEMENT REVIEW**
   1. Personnel interviewed:
   2. Review collection of special populations. Please document process.
   3. Review collection and reporting of Technical Skills Assessment results. Document the following:
      1. Process for collection, reporting, and documenting variables
      2. List of assessments reported
      3. Plans for expansion
   4. Review how Perkins performance results are used on campus
   5. Review progress on Improvement Plans as appropriate
2. **SUMMARY/EXIT INTERVIEW**
   1. Program Review findings:
   2. Fiscal Review findings:
   3. Accountability/Program Improvement Review findings:
   4. Other Findings:
3. **RECOMMENDTIONS/FOLLOW UP**
   1. Notes for compliance review letter to president