PERKINS SUPPLEMENTAL REVIEW FORM PYE25

Institution:

Coordinator:

***Please complete the responses to the following questions and submit this form prior to our on-campus visit.***

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 college’s **COMPREHENSIVE FISCAL REPORT** for discussion during your on-site visit.
	2. Review written polices required by new EDGAR/UGG (effective July 2025). Submit a document of the policy location, physical or electronic.
1. Financial Management Procedure - § 200302(b)(6)(7) & § 200305
2. Internal Controls
3. Mandatory Disclosures -§ 200113
4. Whistle Blower Protection - § 200117
5. Required Certifications - § 200415
6. Allowability Procedures - § 200302(b)(7)
7. Conflicts of Interest Policy - § 200318(c) & 200112 to include Board Members
8. Competition - § 200319
9. Equipment Management Procedures - § 200313(d)(e)
10. Procurement Method and Procedures (three types) - § 200320
11. Compensation and Fringe Benefits Policies – § 200430(a), § 200431(a)
12. Travel Policy - § 200474 & §200475
13. Conferences - §200432
	1. Time & Effort Policy - § 200430
14. **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. ***When was the date of your last physical inventory check?*** (You are required to check at least every two years.) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **On-Site Visit**

***We will be checking documentation and discussing the following at your personalized visit:***

[ ]  Stakeholder engagement (ie. Meeting sign-in sheets, surveys, call log, email)

[ ]  Collection method, tool, and/or records of Supplemental Credentials results for PYE23 that were submitted in August 2023.

[ ]  Collection method, tool, and/or records of Special Populations

[ ]  Inventory items

[ ]  Review status of activities and purchases

[ ]  Personnel meetings and observation opportunities

[ ]  Meet with activity personnel that receive Perkins funding through the current year.

[ ]  Meet with Finance/Grant Manager

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| State Staff Reviewer: |  |
| Date Submitted: |  |
| Date Reviewed: |  |
| Requests for Clarification: |  |
| Recognitions: |  |
| Recommendations: |  |
| Findings: |  |