Department of Improvement and Innovation

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Process and Procedures for Approving Grant Funded Purchase Orders, Contracted Services Agreements, Invoices, Purchasing Card Statements, Personnel Requisitions, Additional Hours, and Conference Request

Purchase Orders (PO):

The assigned DII (Department of Improvement and Innovation) staff checks eFinance daily for grant funded purchase order (POs) that are awaiting approval. Before approving, the assigned DII staff verify that the item(s) are allowable, reasonable, and necessary to implement the program. Items must be pre-planned and, where appropriate, consistent with MDE approved narratives submitted as part of the Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations. The expenditure must occur within the program window, be paid using a valid account, and not violate rules/guidelines such as supplement/supplant and maintenance of effort. If Director of Improvement and Innovation or assigned DII staff do not have enough specific information to determine if a particular expenditure should be approved, they contact the school principal/department or director/program staff with questions about the transaction. If the responses justify the item(s), the Director of Improvement and Innovation or assigned DII staff approve the PO. If not, the Director of Improvement and Innovation or assigned DII staff contact the school principal/department director/program and/or purchasing staff to communicate that the item cannot be approved. If the Purchase Order is for a Contracted Service Agreement (CSA), DII staff must insure there is an approved CSA submitted and that the work listed in the CSA matching the narrative.

Steps to approve a Purchase Order (PO)

- Open Internet Explorer/Mozilla Foxfire/Google Chrome
- Navigate to District Web Page
- Choose the Quick Links option at the top right of the District's home page
- Click on link to eFinance Plus web-based program
- Log in using district username and password
- In menu on left side of screen, double click Applications
- Double click Purchasing
- Double click Purchase Order Processing
- Double click Approve/Deny Purchase Orders
- Change Approval Criteria field to "L-Approved at Lower Level"
- Click OK, then click OK again
- Visually review records to determine if there are any POs to approve based on grant/school assignment
- Highlight a record by clicking in a row of the table
- Click Details button to see account numbers to be charged, a description of the item ordered, quantity ordered, and unit price
- Verify that account number corresponds to appropriate line item, item is allowable, quantity requested matches grant narrative, and unit price corresponds to budget estimates
- Select Attachments tab, highlight the PO in Attached Group Table and double click to review REQ or contract service agreement
- Review items to determine if they are consistent with MDE approved narratives submitted as part of the

Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations.

- If the PO is ready to approve, select approve
- Close browser window of approved record
- In pop-up window, select file and click OK (this step actually approves the PO in the system)
- In next pop-up window (Processing record window) click OK

Contracted Service Agreement (CSA)

A Contracted Service Agreement, or CSA, is a contract between Lansing School District and a third party vendor. When we receive the CSA, we review the vendor name, dates for services, and what work will be completed. Signature and tax ID number must be on the form. If dates, and work match the MDE / grantor budget narrative for the account number listed, sign on the compliance line and forward to Deputy Superintendent Office.

Invoices

Assigned DII staff members receive invoices on a regular basis to review/approve grant funded expenditures. When an invoice is first received, we review the invoice for the purchase order (PO) number. Once the PO number is located, it is pulled up in eFinance. Items listed on the invoice are compared to the items listed on the PO. Before approving, assigned DII staff members verify that the item(s) are allowable, reasonable, and necessary to implement the program. Items must match the PO it is linked to, be pre-planned and, where appropriate, consistent with MDE / grantor approved narratives submitted as part of the Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations. The expenditure must occur within the program window, be paid using a valid account, and not violate rules/guidelines such as supplement/supplant and maintenance of effort. If the assigned DII staff members do not have enough specific information to determine if a particular expenditure should be approved, they contact the school principal/department director/program staff with questions about the transaction. If the responses justify the item(s), the Director of Improvement and Innovation or DII staff approve the item on the invoice. If not, the Director of Improvement and Innovation or DII staff makes a notation on the invoice which line items are not approved. After reviewing/approving/denying. The DII retains a copy of the invoice for documentation and forwards the original documents to Accounts Payable.

Purchasing Card Statements

Assigned DII staff members receive purchasing card statements on a regular basis to review/approve grant funded expenditures made with District purchasing cards. Before approving, assigned DII staff members verify that the item(s) are allowable, reasonable, and necessary to implement the program. Items must be pre-planned and, where appropriate, consistent with MDE approved narratives submitted as part of the Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations. The expenditure must occur within the program window, be paid using a valid account, and not violate rules/guidelines such as supplement/supplant and maintenance of effort. The appropriate DII staff members verify that all itemized receipts documenting the transactions are included in the submission. If an item does not appear on an included receipt, the item is not approved. If the assigned DII staff members do not have enough specific information to determine if a particular expenditure should be approved, they contact the school principal/department director/program staff with questions about the transaction. If the responses justify the item(s), the DII staff approve the item on the purchasing card statement. If not, the DII staff makes a notation on the statement which line items are not approved. After reviewing/approving/denying. The DII retains a copy of the purchasing card statement for documentation and forwards the original documents to Accounts Payable.

Per district policy, district purchasing card cannot be used for meal expenses occurred during conferences. (Refer to conference request forms section).

Personnel Requisitions

When a District staff member is paid using grant funds, the supervisor completes a job posting/personnel requisition for the position and submits it to DII for review/approval. Before approving, the assigned DII staff member verifies that the form is complete including a valid account number, reflects the FTE and assignment parameters, and is consistent with MDE approved narratives (or is substantially Approvable, as interpreted by MDE) submitted as part of the Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations. If the form is incomplete, incorrect, or if the position is not approved/substantially approvable, the form is returned to the school/department of origin with an explanation. If the assigned DII staff member approves the job posting/personnel requisition, a copy is retained for documentation and the original is sent to Accounting for processing.

Additional Hours

Assigned DII staff members routinely review/approve requests for District staff to work additional hours that are paid using grant funds. The supervisor submits a request for additional hour's memo before the program starts to designate which staff will be working in the program and establish the parameters of the assignment, including number of hours/days/weeks, purpose of the assignment, and funding source. Before approving, the assigned DII staff member verifies that the form is complete, including a valid account number, reflects the assignment parameters, and is consistent with MDE approved narratives (or is substantially Approvable, as interpreted by MDE) submitted as part of the Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations. If the form is incomplete, incorrect, or if the position is not approved/substantially approvable, the form is returned to the school/department of origin with an explanation. If the assigned DII staff member approves the additional hour's assignment, a copy is retained for documentation and the original is sent to Accounting for processing.

Conference Request Forms

When District staff wants to use state/federal grant funds to pay for expenses related to attending a conference they must submit a conference request form. The following documents must be included with the conference request form:
Conference information which includes: date(s), location, registration cost, detailed condensed agenda, pre-conference information.

1. Mileage cost documentation such as MapQuest or google maps, airline estimate cost. (Mileage is reimbursed according to the shortest distance between point A and B)
2. Hotel information. Most hotels will provide a discount rate for conferences.

After the school administrator or department supervisor review and approve the form they send the form and additional required documentation to DII. The Office Manager reviews the form, expenses section and additional required documentation to ensure that the correct information is provided. Next, the assigned DII staff member ensures that the correct account number is being charged, that the item corresponds to a MDE approved narrative submitted as part of the Consolidated Application, other US ED approved grant applications, applications approved by another State or Federal agency, or applications approved and funded by other non-profit or for-profit organizations, that the itemized costs are within budget and are allowable, reasonable, and necessary in accordance with EDGAR / OMB Uniform guidelines. Approved forms are then sent to Finance Department for approval. The assigned DII staff member will contact the administrator if there is a problem with any of the information or expenses.

Reimbursement of Conference Expenses
After District staff attends a conference funded by a grant, the staff sends a copy of the following to DII.
- Conference expense form with the 'Actual Expenses' area completed.

- Detail receipts for out of pocket expenses (mileage, luggage, lodging, if applicable)
- Meal Per Diem Reimbursement Calculator Form to DII with copies of the detailed conference agenda and the approved conference request form.

Upon receiving a request of reimbursement for conference expenses, the Office Manager completes a reimbursement of conference expense form, verify that all itemized receipts documenting the transactions are included in the submission. If an item does not appear on an included receipt, the item is not approved. If the assigned DII staff members do not have enough specific information to determine if a particular expenditure should be approved, they contact the school principal/department director/program staff with questions about the transaction. If the responses justify the item(s), the Grants Compliance Officers approve the item(s) on the receipt. If not, the Grants Compliance Officers makes a notation on the conference reimbursement form which receipt(s) are not approved. After reviewing/approving/denying. The DII forwards the original documents to Accounts Payable (please see District Bylaws and Policies – Policy 6550 for more information).

Use of Equipment After Grant is Finished

Once a grant period has ended, if the equipment purchased under the grant is still in useable condition the project coordinator will inform the Department of Technology and the Department of Improvement and Innovation (DII) that it is available for further utilization within the District. DII staff will consult District leadership to determine if there is a need for the equipment within another federally supported program or another program with a similar purpose of intent. If a need is identified, the equipment may be moved to a new location and the recipient administrator will inform the Department of Technology of the new location so they can update the associated record in the database of federally funded equipment. If a need is not identified, the equipment may be disposed of in accordance with EDGAR guidelines.

Use of Furniture After Grant is Finished

Once a grant period has ended, if the furniture purchased under the federal grant is still in useable condition the project coordinator will inform DII that it is available for further utilization within the District. DIII staff will consult District leadership to determine if there is a need for the furniture within another federally supported program or another program with a similar purpose of intent. If a need is identified, the furniture may be moved to a new location and the recipient administrator will update their building associated database of the new location in the database of federally funded furniture. If a need is not identified, the furniture may be disposed of in accordance with EDGAR guidelines.

District Meal Per Diem Policy Effective

August 28, 2019

1. Meals during authorized travel must be paid for by traveling staff member's personal funds. District purchasing cards cannot be utilized for meals during travel, unless prior approval in writing has been given from an authorized individual.
2. Meal per diem allowances are determined by the traveler's destination (see the GSA website, www.gsa.gov). Meal per diem will be prorated on the first and last day of travel. The first and last day of travel rates are pre-determined and can be located on the GSA website. Each full day of travel between the first and last day will be paid full per diem based on travel location. Per Diem will be paid out based on the dates approved on the Conference request form.
3. Partial day per diem meal allowances require an overnight stay: Allowances for individual meals for travel that is less than a full 24 hour day will not be reimbursed.
4. Exceptions to payment (ie. advances or use of district purchasing card during travel) will need to be requested in writing from the traveling staff member(s) supervisor to purchasing who will provide this request to an authorized individual(s) designated by the superintendent. This will be reviewed on a case by case basis. Supervisors will need to ensure that requests are made in advance and will allow a reasonable amount of time (ideally two weeks) to ensure approval and payment can be issued prior to the conference.
5. Staff members may only request reimbursement for meals for themselves; regardless if another staff member paid for the meal(s) during travel. Purchasing meals for a group is prohibited as you will only receive a per diem for your meals alone.
6. **Staff members may only request reimbursement for meals 'Not Included' in the conference fee.**
7. Upon return, the employee will fill out the "Actual Expense" section of the conference request form. Supervisor signature is required on the form to confirm the staff travel dates. See the "GSA Meal Guide" for instructions on finding rates and calculating your per diem. No receipts will be required to substantiate the reimbursement.
8. **The Meal Per Diem Reimbursement Calculator form will need to be completed and sent to DII including the detailed conference agenda.**

MEAL PER DIEM REIMBURSEMENT CALCULATOR

Name: _____

Conference Location: _____

Department/School: _____

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last
$55	$13	$14	$23	$5	$41.25
$56	$13	$15	$23	$5	$42.00
$61	$14	$16	$26	$5	$45.75
$66	$16	$17	$28	$5	$49.50
$71	$17	$18	$31	$5	$53.25
$76	$18	$19	$34	$5	$57.00

1. Please enter the DAILY meal per diem rate from step 7 of the attached instructions. [ ]

2. Please enter the day you left for the conference in MM/DD/YYYY format. [ ]

3. Please enter the day you returned from the conference in MM/DD/YYYY format. [ ]

Calculated Meal Per Diem Reimbursement [$0.00]

4. Were any meals provided during your conference? (Yes or No) [ ]

5. If Yes, please enter the total dollar amount of any meals provided: [ ]

Total Meal Per Diem Reimbursement [$0.00]

Supervisor Approval: _____ Date: _____

Compliance Approval: _____ Date: _____

Finance Approval: _____ Date: _____