

Grants Management

Monthly Reimbursement Requests

Grants Management Staff will monitor
Reimbursement requests must be made monthly unless no funds were expended that month.
Required documentation uploaded into Reimbursement Related Documents:

Detailed expenditure report (Visions grants management report) and a payroll report if applicable.

If you do not use Visions, the information required is in the table below. Work with your EPS on acceptable format from your specific accounting system.

Date	Reference #	Requisition #	PO/ship #	Vendor Name	Amount
08/29/2014	INV#369293	304	17278	SCHOOL MART	\$3,049.20

Completion Reports

Grants Management Staff will monitor
Project end date is Sept. 30, 2019
Completion Reports (CR) are due Dec. 30, 2019
It is important to note that once the CR has been started no reimbursement requests can be made.

Support and Innovation Required CR related documents:
Detailed Expense Report including payroll (grants management report in Visions) that includes all expenditures with vendors. In the rare instance, journaling occurred, verification of vendor and items are required