

# NSLP Equipment Grant – FAQ

## **REIMBURSEMENT REQUESTS (RR):**

### **How are funds disbursed?**

This is a reimbursement grant. Once equipment is purchased, the organization will submit a RR in GME and upload the applicable invoice(s) for approval. Because ADE absorbs the cost of administering this grant, please try to request reimbursement one time only.

The invoice(s) should show the organization name (not the person) as the purchaser, the organization address for delivery and billing, and the date of delivery/installation.

**ALL** RR must be submitted before close of business on September 30.

### **What is required for a complete RR?**

- **A Valid Invoice** - The invoice(s) should show the organization name (not the person) as the purchaser, the LEA address for delivery and billing, and the date of delivery/installation.
- **Expenditure Summary** - A summary report from the organization's accounting system showing the Expenditures for which reimbursement is requested.

### **How to be reimbursed if the organization is unable to pay before reimbursement?**

A purchase order (PO) may be submitted in the RR. The amount should be entered as an Advance request in the Funds Request area of the Request Section. ADE will approve the request and allow funds to be drawn down to the organization to pay the PO.

- **Advance Request requirements** – Justification Need section is required with supporting documents. Some acceptable documentations are, but not limited to:
  - Purchase Orders
  - Invoices
  - Encumbrance
  - Requisitions

*The advance may accrue interest which would need to be reported to ADE during the Completion Report process. Any amount over \$500.00 would have to be remitted to the state.*

The RR Request section will accept both reimbursement for a paid invoice expenditure and request for an advance if for some reason you are unable to complete the purchase of all your items by the end of September. The paid invoice would be submitted with the Completion Report after October 1<sup>st</sup>.

### **Where to enter the expenditure or advance request?**

Request section. Enter the dollar amount of the request for reimbursement or advance.

The "Fiscal Summary" section is for reimbursement of paid invoices; the date box is the date you are entering the request.

The "Fund Request" section is for an Advance when submitting a PO; the date box is the date you are entering the request.

### **Where to upload the required documents?**

Related Documents section. The "Draft Started" status on the RR main Sections page must be selected to see the prompt to upload the invoice(s) and the required LEA accounting expenditure summary documentation.

**How long between submitting the RR until payment?**

The RR should be approved within 5 days of submission and payment should be made within 7 days from RR approval in most instances.

**What if the equipment quoted is no longer available or the cost has changed?**

Awarded funds are not for a specific piece of equipment. The same type of equipment may be purchased. For example, if awarded the grant for a convection oven, a different brand of convection oven that has different dimensions or features may be purchased, but it must still be a convection oven. It would be unallowable to purchase a steamer instead of a convection oven.

When purchasing different equipment at this stage, capital expenditure guidelines still must be followed. If the invoice does not show the equipment acquisition cost  $\geq$  \$5,000, the invoice will not be reimbursed unless a different financial policy was approved during the application process.

Example: Extended warranty is not a valid acquisition cost and may not be used to increase the cost to meet the capital expenditure guidelines.

**What if *more* than was awarded is spent?**

The reimbursement will *not* exceed the amount of the award. The RR should indicate the amount awarded, not the higher invoiced amount.

**What if *less* than was awarded is spent?**

The reimbursement will be for the invoice(s) submitted. The RR should indicate the lower invoice amount.

The difference cannot be spent on equipment different than what was originally approved or items not included in the unit price.

**What if the purchase is completed through a different vendor than the original quote?**

It is acceptable to purchase from a different vendor if correct procurement procedures are followed. Equipment purchased from a different vendor must be the same type of equipment and follow the capital expenditure guidelines.

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