



Documentation of Federal Grant Expenditures

Contracts:

1. Work is approved in the grant
2. Correctly references the two parties
3. Contains description of service, time required, rate of compensation, and invoicing and termination provisions.
4. Signed and dated by both parties in advance of the work (authorized signer)
5. Procurement procedures are documented (vendor selection form)
6. Process to determine work of contract has been completed before payment is made

Supplies:

1. Approved in the grant
2. Allocability of direct costs
3. Charged to the grant at actual price net any applicable credits
4. Purchases from local stores are charged using organizations policy
5. Packing slip has been initialed and there is indication the items have been received.
6. Procurement procedures are documented (Vendor selection form, Purchase order process, Bid process)

Trainings / Conferences / Travel:

1. Approval in the grant
2. Test allocability for PD (professional development) for partially funded employees
3. Copy of agenda / description to tie the content back to the approved grant
4. Proof of attendance (attendance certificate, sign in sheet, etc.)
5. Travel form approved in advance
6. Mileage is detailed with purpose of trip and the per mile cost is per FCSU reimbursement procedures

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7. Meal reimbursements, when attending trainings/conferences, contain enough detail to be sure no alcohol was charged. Costs are reimbursed per the FCSU Reimbursement Procedures
8. Food/meals for in house PD are not an allowable cost to Federal Grants and cannot be provided

Stipend Agreements:

1. Approval in the grant
2. Signed by both parties in advance
3. Contain description of service to be provided, estimate of time required, rate of compensation, cap on amount to be earned, termination provisions.
4. Time and effort is required
5. Evidence of effectiveness

Leased space:

1. Documentation that cost paid is not more than fair market value (vendor selection form)