



**Procedure Title: Development of Reimbursement Requests for Grants and Aids**

**Introduction:** To provide clear guidance on reimbursement requests for grants and aids.

**Policy Context:** Policies 701.1, 702 and 721 are the current board approved policies related to reimbursement requests for grants and aids.

**Responsibility:** The Director of Business Services is responsible for the oversight and maintenance of reimbursement requests.

**Procedure:**

- All grants and aids will follow the purchasing and procurement policy and procedures of the district.
- All grants and aids reimbursements must follow the allowability of cost guidelines.
- After the payments have been processed either through accounts payable or payroll, the accountant or administrator runs detailed history of the grant or aid codes that need a reimbursement request.
- Accountant and or Program Administrator collects copies of all necessary backup details.
- Accountant and or Program Administrator fills out the draw request form.
- Accountant and or Program Administrator forwards draw request form and documentation to Director of Business Services or Superintendent.
- Director of Business Services or Superintendent review for allowability of funds spent.
- Director of Business Services or Superintendent sign and return documentation to the accountant.
- The Accountant and or Program Administrator then sends the request to the appropriate agency.
- If Program Administrator requests funds then the Administrator forwards the agency request form to the Accountant.
- When funds are received the Accountant follows the Cash Management procedures for receipts.

Reviewed 10.04.16

Reviewed 07.10.17 by Director of Business Services