

Step by Step Process: Please follow these steps to access, view and submit vouchers.

Note: A voucher cannot be correctly completed without viewing the Perkins Local Plan Funded Projects Action Step Descriptions for the fiscal year of the voucher. The voucher claims should match the Local Plan Funded Projects for items purchased and type of grant.

1) HOW TO ACCESS VOUCHER 1

- a. After the Perkins Local Plan is approved and after October 1st, the local designated Perkins contact will receive a notification that the Award Packet has been posted to the CTE Online Account. (See Technical Guide "C19b-Award Packet" for further details.) The Award Packet documents must be printed, signed, copied and originals mailed to CCCS. After CCCS receives, review and approves the Award Packet materials, the Perkins contact will receive a CTE Online Account e-mail notification indicating the Award Packet has been approved. Opening and reading this e-mail will also indicate **that Voucher 1 has been posted to the CTE Online Account** (see Screen Shot # 1.) **Voucher 1 must be processed immediately upon receipt of that notification.** Voucher 1 is required from each Perkins recipient and received at CCCS by **December 31st** of the current fiscal year, even if the request is for \$0.
- b. Access the CTE Online Account by following the Account Log On process (Technical Guide C2). On the *Perkins Local Plan - Work Areas* page, select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 2.)
- c. On the *Main Perkins Local Plan Page*. Review the note at the top of the page advising you that Voucher 1 has been posted. Click on the *View* button to the right of the Voucher bar at the bottom of the *Main Perkins Local Plan Page*. (See Screen Shot # 3.)
- d. At the *Voucher Main Page* (see Screen Shot # 4), read the instructions listed at the top of the page and then click on the *Voucher 1 Edit* button. **Note: Voucher 1 is used to request reimbursement for expenses paid from July 1 or the Local Plan submission date, whichever is later through September 30. The First Installment maximum limit applies. If you did not have any eligible costs paid during that time period, you must still submit a Voucher 1, print it, sign it and mail it, requesting \$0.**

2) GENERAL DIRECTIONS FOR VOUCHER 1:

- a. At the *Voucher 1* page (see Screen Shot # 5), **read the instructions** listed at the top of the page. Note there are two Funds in this grant: Nonreserved (basic) and Reserved. Please refer to the Perkins Local Plan Funded Projects List Page and the Funded Projects action step descriptions to determine which Fund was budgeted for which costs.
- b. The following sections include the steps to submit Voucher 1:

- i. Enter the reimbursement amount being requested for Nonreserved (basic) Funds. (Entering a request amount that exceeds the fund and/or grant allocation amount will result in an error message.) Match the Nonreserved (basic) fund amounts as designated in the Funded Projects of the Local Plan.
- ii. Enter the reimbursement amount being requested for Reserved Funds. (Entering a request amount that exceeds the fund and/or grant allocation amount will result in an error message.) Match Reserved fund amounts as designated in the Funded Projects of the Local Plan.
- iii. Review the total requested reimbursement amount. The total should equal the general ledger or exceptions should be noted on the ledger pages. Entering a total requested amount on Voucher 1 that exceeds the First Installment will result in an error message. (Click on the "?" link next to "Voucher 1 must not exceed" to learn more about First Installment.)

3) EQUIPMENT REIMBURSEMENT:

- a. Equipment must be indicated within an **approved** Local Plan **BEFORE** a purchase order can be issued.
- b. Select one of the options to claim or to not claim Equipment in the Voucher.
 - i. If the button to claim reimbursement for equipment is selected (the radio button for "Yes, we are claiming reimbursement for equipment in this Voucher"), then detailed equipment information will be requested on the next page. So the following points are important to review first:
 1. **Before** claiming Equipment reimbursement, please note the following:
 - a. Equipment must be included within an approved Perkins Local Plan **BEFORE** a purchase order can be issued.
 - b. If approved equipment ends up actually costing less than \$5,000, you must revise the Local Plan BEFORE submitting the voucher to request reimbursement. (Specifically, for the appropriate Action Step, you will need to change the Spending Category from Equipment to Other, submit the Local Plan for a revision approval and wait for the revision approval. Then the voucher would not be claiming reimbursement for equipment for that particular item and the detailed equipment information would not be required for that item.)
 - c. If one piece of equipment incurs more than one payment transaction, and if those multiple transactions occur in different quarters, **wait until all the payment transactions are completed before**

- you claim reimbursement. Request reimbursement for the total cost of the equipment on one voucher. Once a voucher is submitted that requests reimbursement for equipment, that equipment will not be available again for any subsequent vouchers.
- d. **(Only used in an emergency – please follow Step c. to avoid this process!)** If one piece of equipment incurs more than one payment transaction, and if those multiple transactions occur in different quarters and process c. above was not followed such that the multiple payments have to be requested for reimbursement on different vouchers, revise the local plan **PRIOR to submitting the voucher requesting reimbursements for these transactions as follows:**
 - i. First completely delete the original action step. Do not simply rewrite the original action step because the system database sees this as two different pieces of equipment and at the end of the fiscal year, the database will incorrectly compare your actual equipment expense amount to “what it thinks should be your equipment expense amount.” This will cause errors in your Budget to Actual Year End Variance Report and prevent you from submitting a final voucher.
 - ii. Second enter one new action step for each transaction – (i.e., one for the Quarter 1 voucher, the other for the Quarter 2 voucher) Each action step description needs to be unique or discernable from the other action step by having different action step descriptions for each one.
 - iii. Equipment purchases can only be reimbursed when there is a unique action step for each payment transaction. More than one payment requires more than one action step.
 - iv. Once a voucher is submitted that requests reimbursement for one piece of equipment, that equipment will not be available again for any subsequent vouchers.
2. At the *Voucher 1 Equipment Information* page (see Screen Shot # 6), read the instructions listed at the top of the page and then take these steps:
 - a. Review the Equipment Information presented. This is the information submitted in your most recently approved Local Plan.
 - b. Enter the Manufacturer’s Name.

- c. Enter the Specific Location where the Equipment will be located, including the room number.
 - d. Enter the Serial Number.
 - e. Enter the Invoice Number.
 - f. Enter the Invoice Date. **Note that the Invoice Date for Equipment must be after the date that the Local Plan was approved with the Equipment action step included in a Funded Project.**
 - g. Enter the Actual Cost.
 - h. When you are done, click the *Next* button.
- ii. If you do not wish to claim reimbursement for any Equipment on Voucher 1, click the radio button for “No, we are not claiming reimbursement for equipment in this Voucher.”
 - iii. Click the *Next* button.

4) INDIRECT COSTS REIMBURSEMENT

- a. Indirect costs are administrative costs that cannot easily be tracked or documented. For example, there is a cost to heat the classroom where CTE classes are taught, but it is impossible to determine exactly how much it costs to heat only the CTE classrooms. Lighting costs are similar.
- b. Because these costs cannot easily be traced to specific CTE cost amounts, these indirect administrative costs are allowed with Perkins funds but only under special restrictions. The Perkins Local Plan automatically calculates the allowable Indirect Costs based on restricted rates and equipment purchases. These calculated allowed Indirect costs do NOT consider Direct Administration costs. Please refer to the Perkins CTE Technical Guide located on the Administrators Handbook webpage (http://www.coloradostateplan.com/admin_handbook.htm) or linked in the Administrators' Handbook Section V, Part C10, titled, “C10-Funded Projects Information.”
- c. To claim indirect costs reimbursements follow these steps: (See Screen Shot # 7: *Budgeting Indirect Costs*.)
 - i. Before the Perkins Local Plan is submitted for review, on the *Funded Projects List Page* within the Perkins Local Plan, indicate your intention to request reimbursement for indirect costs. Click in the radial for “Yes” below the “*Budget Indirect Costs?*” located below the grant budget summaries. (The default value is “No.”)
 - ii. The “Note 1” below this question indicates your institution’s current indirect cost rate. This percentage is used to determine the maximum allowable indirect costs you may budget within the total allocation per the Funded Projects expenses indicated in the Local Plan for this fiscal year. If you have an approved indirect cost rate greater than 5%, your rate for Perkins will be reduced to 5% because the Perkins Act does not allow more than 5% of the allocation to be used for administrative costs. If your approved indirect cost rate is less than 5% you must use your approved indirect cost rate. The indirect cost rate will not be applied to any Equipment spending category amounts in the budget.

- iii. The “Note 2” calculates the maximum allowable amounts that can be claimed within each fund type (Non-Reserve [Basic] and Reserve) based on the Funded Projects budgets that exist at the time. When these maximum amounts are entered into the Indirect Cost boxes within each fund type, the Totals cannot exceed the Total amount allocated for that fund type. This frequently requires iterative adjustments between the Funded Project action steps and the Indirect Cost entries on the Budget Summaries, to reach a balance of the funds. **(Warning: If the Local Plan Funded Projects are revised after the Local Plan is approved, especially regarding Equipment spending category action step descriptions, the indirect costs amounts will also need to be reviewed and possibly revised.)**

5) DIRECT ADMINISTRATION COSTS

- a. Indirect costs are considered an administrative cost. Under certain conditions, you may want to consider Direct Administrative Costs which are much simpler to calculate than Indirect Costs. The following steps must be followed to qualify for Direct Administration cost reimbursements:
 - i. Before the Perkins Local Plan is submitted for review, leave the answer to the “*Budget Indirect Costs?*” question (Found under the budget summaries on the *Funded Projects List Page*) in the default value of “No.”
 - ii. Select one of the Funded Projects and insert an action step description similar to this: “Use Perkins 5% administrative allowance to contribute to the pay of (name, position) for their duties of preparing the Perkins Local Plan, reviewing and approving purchase requests charged to Perkins, monitoring implementation of the Perkins Local Plan, facilitating planning meetings with Perkins fund users, submitting Local Plan revisions as appropriate, training Perkins users about federal fund allowable costs and documentation needs, aligning the Perkins local plan to the strategic needs of the recipient, etc. This frees up CTE teachers time so they can focus on ...indicate the first project objective of the Funded Project selected to house this action step description.”
 - iii. Calculate 5% of the total allocation and enter that amount as the cost of the above action step description. Indicate the action step description as a Personnel spending category.
 - iv. The person being funded should prepare and submit to your local payroll staff, monthly timesheets that indicate time used for the above noted tasks (time/effort reports).
 - v. Payroll should check these timesheet reports to be sure the time spent over the fiscal year equates to the amount budgeted or revise the action step description budgeted amount accordingly before requesting the final Direct Administration reimbursement.

Note: Administration costs can be a mixture of indirect and direct costs however, the two costs added together cannot exceed 5% of the total allocation and all other requirements indicated above from both the Indirect Costs and the Direct Costs must be followed. The automatic calculation of

indirect does not factor for a Direct Administration cost within the Funded Project.

6) COMPLETING THE VOUCHER

- a. At the *Voucher 1 Signature Page*, click the certification check box. Then enter the first and last name(s) and titles and click on the *Submit* button.
 - a. The Online System will present you with a summary of the information you just entered. Follow the instructions listed at the top of the page to complete the rest of the process to electronically submit your Voucher 1.
 - b. **Please print, sign and physically mail this page along with supporting documentation to CCCS.** Remember to attach all supporting documents required in section d. below.
 - c. Attach account transaction details that provide enough detail to determine allowability of costs and that clearly agree to the requested reimbursement amount. Due to so many variations in GL formats, summary totals should have detail to determine allowability of specific expenditures.
 - d. This checklist can be used to help ensure all support documentation has been included in the mailed voucher packet, as appropriate:
 - i. Signed Voucher (Original)
 - ii. General Ledger – Year-to-date or applicable time period reports, representing all Perkins expenditures
 - iii. Equipment – requisition, purchase order, packing slip and invoice
 - iv. Payroll Reports – Copies of payroll distribution reports or timesheets indicating employee name
 - v. Expenses for any/all advertising or marketing – copies of the actual ad and invoice
 - vi. For transactions or line item entries posted to the General Ledger that are equal to or greater than \$5000 (other than payroll), include a copy of the invoice that is related to this entry. Note, this invoice must be included even if individual items on the invoice are less than \$5,000.

Fiscal personnel may ask for other documentation upon review of the voucher, especially when information provided is not clear enough to tie the transaction back to the Local Plan. For example:

- Journal entries,
 - Out-of-state travel,
 - Procurement card purchases,
 - Etc.
- b. The person designated as the Perkins contact for the local recipient will be notified via an e-mail from the CTE Online Account that the voucher has

been submitted electronically. This person will receive another e-mail from the online system when the supporting documents and the printed/signed voucher have been received. Receipt of the hard copies begins the review process. **Please be sure this second e-mail is opened and read since it indicates the names of the CCCS personnel who may send e-mails asking for more information that may be needed before the voucher can be approved for payment. (See Screen Shots # 8 and #9.)**

- c. Each voucher is reviewed by the Perkins Grant Accountant and by the Grant Compliance Officer. If either reviewer has questions, the designated Perkins contact will be e-mailed. Otherwise, the Perkins contact will receive an email when the voucher is approved. This voucher approved e-mail also advises that the next voucher is posted to your CTE Online Account (see Screen Shot # 10.)
- d. There is a link within the Voucher section that records the voucher statuses as they proceed.

7) INTERIM VOUCHERS

- a. Follow this same process to submit any additional interim vouchers. You may submit as many as four (4) vouchers but if your total Perkins fiscal year allocation is less than \$100,000 you are required to submit two (2) vouchers: Voucher 1 (due no later than December 31st) and a Final Voucher (due no later than the last business day in August).
- b. Recipients with a fiscal year total allocation equal to or greater than \$100,000 **are required to submit a minimum of three (3) vouchers:** Voucher 1 (due no later than December 31st), Voucher 2, to request reimbursement of expenses paid from October 1 through March 30 (due no later than May 15) and a Final voucher (due not later than the last business day in August).
- c. For any allocation amount, it is strongly recommended and definitely preferred that four vouchers be submitted (one per quarter) because:
 - i. Quarterly submittals allows for better cash flow.
 - ii. Quarterly submittals facilitate better grant management and support more timely Perkins Local Plan revisions as needed.
 - iii. Quarterly submittals allow faster processing of your vouchers.
 - iv. Quarterly submittals helps assure that you spend all the funds allocated to your institution for the fiscal year.

8) FINAL VOUCHER SUBMITTAL

To submit the Final Voucher the process is the same with a few exceptions as noted below:

- a. Indicate that the voucher is your Final Voucher either by
 - i. claiming reimbursement for the full remaining balance (so final remaining balance is \$0 in both grant types), or
 - ii. selecting the "Yes, this is the final voucher" option at the bottom of the voucher (see Screen Shot # 10.)
- b. Complete the Budget to Actual Variance Report by first reading the instructions listed at the top of the page and then taking the following steps (see Screen Shot # 11.)

- i. Review the Budgeted Costs section. Budgeted Costs are taken directly from the current Funded Projects Information pages of the Local Plan.
 - ii. Enter all Actual Costs, **for the entire fiscal year**, by Fund Type and by spending category (Personnel, Equipment, Travel and Other.) The Total Actual Costs should match the Total reimbursements to date and the GL.
 - iii. If Actual Costs for the year do not match the Funded Projects Budgeted Costs for the year by spending categories and fund types, you must review the resulting Variance. If Actual Costs have exceeded Budgeted Costs by more than the variance threshold the variance numbers will be highlighted in red. (Click on the "?" link next to "variance threshold" to learn more about how the threshold is calculated.)
 - iv. If Actual Costs for the entire fiscal year do not match the total amounts claimed on previous vouchers plus the amounts claimed on the final voucher, an error message will occur and the process cannot proceed without correction.
 - v. If the variance threshold was exceeded, a detailed explanation is required to enable submittal. **Indicate a. the reason for the variance; b. why the Local Plan was not revised by May 1 to avoid the variance; and c. what internal controls will be implemented to prevent future variances.** Variances are subject to review by the exceptions team and may not qualify for approval. It is important to continuously monitor the Perkins Local Plan Funded Projects so that the Local Plan can be revised to keep current with actual costs. Because, it is expected that this grant would not need revisions after May 1 when only two months of the fiscal year remain, revisions need to be submitted prior to May 1. See the Local Plan Revisions technical guide for more details about Local Plan Revisions.
- c. Complete the Final Voucher Information section on the Signature Page by clicking on the check boxes for assurances) and providing the first name, last name and title of the preparer and the reviewer. (see Screen Shot # 12.)

IMPORTANT NOTES:

- CCCS will not reimburse for expenses that were obligated prior to the submittal of the Perkins Local Plan or July 1, whichever is **later**.
- CCCS will not reimburse for Equipment expenses that were obligated prior to a Local Plan approval with the Equipment described in a Funded Project in the Local Plan as Equipment.
- CCCS will not reimburse for out-of-state travel expenses that were obligated prior to inclusion of the out-of-state travel details in an approved Local Plan at least 15 days prior to departure.
- CCCS will not approve expenses obligated after the end of the fiscal year or for items not received on site by the end of the fiscal year.

It is important to check these limits prior to obligating costs! It is also important to refer to the Part V, C-20 Voucher section of the Administrators' Handbook.

Screen Shots

Screen Shot # 1: Voucher Posting Notification Email

Hello,

This is an automatic email from the CTE Online Account web application to let you know that the status of the Award Packet for Local Plan Reference Number 1182 has been updated to "Award Packet Approved". You can always go to http://test.cte.cccs.edu/perkins/index.jsp and check the status of the Award Packet.

Please note that Voucher 1 is also posted. Voucher 1 should be submitted by December 31st, 2009 and that it may be used only to request reimbursements for Quarter 1 expenses paid.

If you have any questions, please contact us.

Thank you.

Screen Shot # 2: Perkins Local Plan - Work Areas: Your Existing Perkins Local Plan


CTE Online Account
Test Account
 FY 2009 - 2010

[Log Off](#)
[Reports](#) [Help](#)

Perkins Local Plan - Work Areas - Welcome Test Secondary

FY2010 Initial Award Estimate			
Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651

Please read [Perkins First Installment Grant Award Notification](#).
 The [Performance Metrics Report](#) at your institution has been posted.

New Perkins Local Plan in FY 2009 - 2010

You can NOT create a new Perkins local plan right now because a Perkins local plan already exists for your institution. Only one Perkins local plan may be created at each institution within a fiscal year. To revise or access an existing Perkins local plan, go to the bottom section and select the Perkins Local Plan Number from the drop down list.

Your Existing Perkins Local Plan

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan. (You only need to click this button one time.)





Screen Shot # 3: Main Perkins Local Plan Page: Voucher



COLORADO COMMUNITY
COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Work Area Log Off
Reports Help

Perkins Local Plan - Main Page

Perkins Local Plan Reference Number: 1182

 Please note that Voucher 1 has been posted. Please go to the [Voucher](#) section to submit the Voucher reimbursement amount online, and then send the signature page and other supporting documents to CCCS.

Please note that this local plan has been officially approved. Through May 01, 2010 you may [revise the local plan](#) as necessary; however, during this phase of the web site development all revisions must be approved by the Perkins Director. After May 01, 2010 you will need to ask the [Office Manager](#) or the [Perkins Director](#) to open the local plan in order to submit a revision. You will need to provide the Perkins Local Plan Reference Number printed above this paragraph.

Step 1	Five Year Long Term Strategic Local Plan	View
Step 2	Local Improvement Plan	View
Step 3	One Year Short Term Strategic Local Plan	View
Step 4	Funded Projects Information	View
Step 5	General Assurances Information	View
Step 6	Funded Projects - Year End Analysis	View
Final Step	Summary, Authorization & Signature	View
	Local Plan Workflow and Current Status	View
	Award Packet	View
	Voucher	View

Screen Shot # 4: Voucher Main Page



COLORADO COMMUNITY
COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Main Log Off
Reports Help

Voucher Main Page

Perkins Local Plan Reference Number: 1182

Welcome Test Secondary . Please read the directions carefully.

- Voucher 1 must be submitted by December 31st, 2009; otherwise, it will only be paid as funds are available.
- Each fiscal year, you must submit at least 2 Vouchers and no more than 4 Vouchers.
- The next Voucher will be available on this page after the previous Voucher is approved and payment has been finalized.
- The Final Voucher must be submitted by Sep 30th, 2010, otherwise, it will not be paid since funds are deobligated after this date. A Voucher is considered to be the *Final Voucher* if any of the following conditions are true:
 - It is the 4th Voucher.
 - It is the 2nd or 3rd Voucher and the remaining balance of each grant is zero.
 - It is the 2nd or 3rd Voucher and it is marked *Final Voucher* by the recipient.
- The Voucher request amount may be modified by the Perkins Grant Accountant and/or the Grant Compliance Officer.
- You can check detailed Voucher processing status including Voucher amount changes by clicking on the *Voucher Processing Status* tab.
- Whenever your Voucher is received or approved, an email notification will be sent to you.

Voucher 1	Edit
Voucher Processing Status	View

Screen Shot # 5: Voucher 1 Page



COLORADO COMMUNITY
COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off
Reports Help

Voucher 1

Perkins Local Plan Reference Number: 1182

- Voucher 1 must be submitted by Dec 31st, 2009 otherwise, it will only be paid as funds are available.
- Dollar amounts should be rounded to the nearest dollar. Only enter the whole number. Do not include dollar signs and commas.
- Fields marked with * are required.
- Press the Save button to save the information on this page and stay on this page.
- Press the Next button when you finish this page and ready to move to the next page.

Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher			
Institution/District Name	Test Account	Vendor Code	D0200931500
Institution Code	2009315	* DUNS Number	123456789
Grant Name	Total Allocation	* Voucher 1 Request	Remaining Balance
Nonreserved (basic)	\$12,300	5000	\$7,300
Reserved	\$30,000	0	\$30,000
Totals	\$42,300	\$5,000	\$37,300
Total Reimbursement to Date		\$5,000	
Voucher 1 must not exceed	\$15,651	Voucher 1 Diff:	\$10,651

No, we are not claiming reimbursement for equipment in this Voucher.

Yes, we are claiming reimbursement for equipment in this Voucher. Detailed equipment information is included on the next page.

Reset
Save
Next >>

Screen Shot # 6: Voucher 1 Equipment Information Page



COLORADO COMMUNITY
COLLEGE SYSTEM

CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off
Reports Help

Successfully updated Voucher information.
Successfully updated DUNS Number.

Voucher 1 Equipment Information

Perkins Local Plan Reference Number: 1182

- Below is a list of all equipment in your most recent approved Local Plan which was approved on 08/20/2009 14:26:36.
- If you would like to claim reimbursement of a piece of equipment, you should provide detailed information as requested on this page.
- Equipment information should be provided for each unit.
- Dollar amounts should be rounded to the nearest dollar. Only enter the whole number. Do not include dollar signs and commas.
- Press the Save button to save the information on this page and stay on this page.
- Press the Next button when you finish this page and ready to move to the next page.

Equipment Description		CTE Programs					
Test		ACE @ ELIZABETH HIGH SCHOOL 11/24/2008					
Item	Project Name	Grant Category	Total Amount	Number of Units	Unit Cost		
Test	Test	Non-Reserve (Basic) Funds	\$5,000	1	\$5,000		
Unit	Voucher #	Manufacturer Name	Specific Location	Serial Number	Invoice Number	Invoice Date (mm/dd/yyyy)	Actual Cost
#1		Test	Test	1234	1234	08/15/2009	5000

<< Previous
Save
Next >>

Click the Previous button will direct you to Voucher information page without saving the information on this page.

Click the Save button will save the information on this page, and stay on this page.

Click the Next button will save the information on this page, and then go to the Voucher Signature page.

Screen Shot # 7: Budgeting Indirect Costs

	Non-Reserve (Basic) Funds					Reserve Funds				
	Personnel	Equipment	Travel	Other	Sub Total	Personnel	Equipment	Travel	Other	Sub To
Project One	\$202,063	\$0	\$0	\$0	\$202,063	\$0	\$0	\$0	\$0	
Project 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,233	\$0	\$3,2
Sub Total	\$202,063	\$0	\$0	\$0	\$202,063	\$0	\$0	\$3,233	\$0	\$3,2

Budget Indirect Costs? Yes No Indirect Cost Total . The two numbers can change if you update your budget.
- 3. When requesting reimbursement, your claimable amount of indirect costs will be calculated off of actual expenditures, not budgeted amount.

Vouchers

Created: Fall 2008; Last Modified: 1/9/2015

Screen Shot # 8: Electronically Submitted Voucher 1 Received Email

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that Voucher 1 for Local Plan Reference Number 1182 has been electronically submitted. Remember, as noted in the instructions on the Voucher web page, you **must also mail a signed copy of this voucher and the required supporting documentation**. The CTE Online Account System will send another e-mail upon receipt of the mailed documents. You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of this Voucher.

Below is the current summary of the electronically submitted Voucher for your reference:

Local Plan #: 1182 - Voucher 1

Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher			
Institution/District Name	Test Account	Vendor Code	D0200931500
Institution Code	2009315	DUNS Number	123456789
Grant name	Total Allocation	Voucher 1 Request	Remaining Balance
Nonreserved (basic)	\$12,300	\$5,000	\$7,300
Reserved	\$30,000	\$0	\$30,000
Totals	\$42,300	\$5,000	\$37,300
Total Reimbursement to Date		\$5,000	
Voucher 1 can't exceed	\$15,651	Voucher 1 Diff \$10,651	

Yes Reimbursement for Equipment is included in this Voucher.

Claiming Reimbursement for Equipment

Equipment Description	CTE Programs					
Test	ACE @ ELIZABETH HIGH SCHOOL 11/24/2008					
Item	Project Name	Grant Category	Total Amount	Number of Units	Unit Cost	
Test	Test.	Non-Reserve (Basic) Funds	\$5,000	1	\$5,000	
Unit	Manufacturer Name	Specific Location	Serial Number	Invoice Number	Invoice Date	Actual Cost
#1	Test	Test	1234	1234	08/15/2009	\$5,000

Yes I certify that all expenditures reported are for appropriate purposes and in accordance with the provisions of our CCCS approved Perkins Local Plan, EDGAR, applicable OMB Circulars and the Grant Recipient Award documents.

Authorization & Signature

Preparer's First Name	Last Name	Title
Patti	Arroyo	Consultant

Jennifer Austin, Perkins Grant Accountant
Colorado Community College System
Phone: 720-858-2760
Fax: 720-858-2544
E-mail: Jennifer.Austin@cccs.edu
Mailing address: 9101 E. Lowry Blvd.,
Denver, CO 80230-6011
www.cccs.edu

Screen Shot # 8: Voucher 1 Received & Under Review Email

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that the status of the Voucher for Local Plan Reference Number 1114 has been updated to "Voucher 2 Received & Under Review". You can always go to <http://cte.cccs.edu/perkins/index.jsp> and check the status of the Voucher.

You may receive an e-mail from Jennifer Austin or Laura Speaker with questions or a request for more information. Be sure to watch for, read and respond to these e-mails immediately.

Screen Shot # 9: Voucher 1 Approved & Voucher 2 Posted Email

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that the status of the Voucher for Local Plan Reference Number 1182 has been updated to "Voucher 1 Approved & Voucher 2 Posted". You can always go to <http://test.cte.cccs.edu/perkins/index.jsp> and check the status of the Voucher.

Please note Voucher 2 is also posted.

Below is the current summary of the Voucher for your reference:

Local Plan #: 1182 - Voucher 1

Screen Shot # 10: Final Voucher: Indication



CTE Online Account
Test Account
FY 2009 - 2010

[Main](#) [Voucher](#) [Log Off](#)

[Reports](#) [Help](#)

Voucher 2

Perkins Local Plan Reference Number: 1182

- If a Final Voucher is submitted after Sep 30th, 2010, it may not be paid since funds are deobligated after this date.
- Dollar amounts should be rounded to the nearest dollar. Only enter the whole number. Do not include dollar signs and commas.
- Fields marked with * are required.
- Press the Save button to save the information on this page and stay on this page.
- Press the Next button when you finish this page and ready to move to the next page.

Colorado Community College System				
Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher				
Institution/District Name	Test Account	Vendor Code	D0200931500	
Institution Code	2009315	DUNS Number	123456789	
Grant Name	Total Allocation	Voucher 1	Voucher 2 Request	Remaining Balance
Nonreserved (basic)	\$12,300	\$5,000	7300	\$0
Reserved	\$30,000	\$0	30000	\$0
Totals	\$42,300	\$5,000	\$37,300	\$0
Total Reimbursement to Date			\$42,300	

- No, we are not claiming reimbursement for equipment in this Voucher.
- Yes, we are claiming reimbursement for equipment in this Voucher. Detailed equipment information is included on the next page.

- No, this is not the final Voucher.

ii

- Yes, this is the final Voucher.

Reset

Save

Next >>

Screen Shot # 11: Final Voucher: Budget to Actual Variance Report



CTE Online Account
Test Account
FY 2009 - 2010

Main Voucher Log Off

Reports Help

Successfully updated Voucher information.
Budget to Actual Variance Report

(This report, which will compare the estimated costs contained in your most recently approved Local Plan to your final actual costs, is required since this is your final voucher for this fiscal year.)

Perkins Local Plan Reference Number: 1182

- Please enter the actual total FY2010 dollars spent in the appropriate cells below. Your most recently approved budget totals for FY2010 dollars are shown to the left side of these cells.
- The total actual equipment cost claimed so far for Non Reserved and Reserved funds is \$5,000, and \$0 respectively.
- Dollar amounts should be rounded to the nearest dollar. **Only enter the whole number. Do not include dollar signs and commas.**
- Please include actual indirect cost amounts within the "Other" category.
- Grants should be spent as close possible to estimated budgets. Budget variances should be submitted as Perkins Plan Revisions prior to May 1st. If any of the variances are highlighted in red and have exceeded the variance threshold which is \$4,230, you must provide an explanation for why you were unable to request budget revision approval by the May 1st deadline. If you did not receive prior approval for a variance, CCCS reserves the right to deny approval of the varied funds if your explanation is not valid and reasonable.
- Press the *Save* button to save the information on this page and stay on this page.
- Press the *Next* button when you finish this page and ready to move to the next page.

Grant	i Budgeted Costs					ii Actual Costs					iii Variance			
	Personnel	Equipment	Travel	Other	Total	Personnel	Equipment	Travel	Other	Total	Personnel	Equipment	Travel	Other
Non Reserved	\$7,300	\$5,000	\$0	\$0	\$12,300	7300	5000			\$12,300	\$0	\$0	\$0	\$0
Reserved	\$0	\$0	\$0	\$30,000	\$30,000				30000	\$30,000	\$0	\$0	\$0	\$0
Total	\$7,300	\$5,000	\$0	\$30,000	\$42,300	\$7,300	\$5,000	\$0	\$30,000	\$42,300				

iv Budget Variance Explanation (required if any of the above variances are highlighted in red)

<< Previous

Save

Next >>

Click the *Previous* button will direct you to the previous page without saving the information on this page.

Click the *Save* button will save the information on this page, and stay on this page.

Click the *Next* button will save the information on this page, and then go to the Voucher Signature page.

Screen Shot # 12: Final Voucher Information



CTE Online Account
Test Account
FY 2009 - 2010

[Main](#) [Voucher](#) [Log Off](#)

[Reports](#) [Help](#)

Successfully updated Budget to Actual Variance information.
Voucher 2 Signature Page

Perkins Local Plan Reference Number: 1182

- Fields marked with * are required.
- Press the *Submit* button when you are ready to submit the Voucher request amount online, and then print, sign, and send the confirmation page to CCCS.

Colorado Community College System Request For FY 2009 - 2010 Perkins Federal Funds Reimbursement Voucher				
Institution/District Name	Test Account	Vendor Code	D0200931500	
Institution Code	2009315	DUNS Number	123456789	
Grant Name	Total Allocation	Voucher 1	Voucher 2 Request	Remaining Balance
Nonreserved (basic)	\$12,300	\$5,000	\$7,300	\$0
Reserved	\$30,000	\$0	\$30,000	\$0
Totals	\$42,300	\$5,000	\$37,300	\$0
Total Reimbursement to Date			\$42,300	

- I certify that all expenditures reported are for appropriate purposes and in accordance with the provisions of our CCCS approved Perkins Local Plan, EDGAR, applicable OMB Circulars and the Grant Recipient Award documents.

Final Voucher Information

GRANT The following language applies to all pages of this document:

- A. Colorado State Board for Community Colleges and Occupational Education - (Hereinafter known as the **Grantor**).
- B. Institution - (Hereinafter known as the **Grantee**): Institution Code: 2009315 Date: August 28th, 2009
- C. Institution/District Name: Test Account Phone #:

- To the extent authorized by law the Grantee shall indemnify, save and hold harmless the Grantor, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any action or omission by the grantee, or its employees, agents, subcontractors, or assignees in connection with the performance of this grant.

ASSURANCE

- The programs/projects identified on this form represent programs/projects described on the approval documents on file with CCCS. Signing below will certify the grantee has met the following criteria: 1. All related costs submitted for reimbursement for this fiscal year are compliant with the applicable Grant Recipient Agreement. 2. Career and Technical Education instructors of funded programs have and maintain credentialing appropriate to their funded program.

Note: Reviewer should be at least one supervisory level higher than preparer.

* Preparer's First Name: * Last Name: * Title:

* Reviewer's First Name: * Last Name: * Title: