

**TITLE 540. HEALTH CARE WORKFORCE TRAINING  
COMMISSION**

**CHAPTER 55. HEALTH CARE WORKFORCE  
DEVELOPMENT GRANT PROGRAM**

**SUBCHAPTER 3. PROGRAM ADMINISTRATION**

**540:55-3-6. Reimbursements**

(a) **Prior authorization.** Grantees must receive written prior authorization from HWTC before making purchases exceeding a prior authorization threshold amount. This amount will be based upon the grantee's risk assessment, as completed by a third-party consultant, as well as the overall scope of the proposed project. Grantees shall be informed in writing of the prior authorization threshold amount. A grantee shall upload the quote and a brief justification to the grant software designated by HWTC, for review and prior authorization by the HWTC Grants Manager. Any purchase over the threshold amount that has not been prior authorized by the Grants Manager may not be reimbursed by the Health Care Workforce Development Grant program.

(b) **Invoices.** In order to obtain reimbursement, grantees shall electronically send monthly invoice packets to the HWTC Grants Manager. These packets must be received by the 5<sup>th</sup> day of each month.

(1) Invoice packets must include the following:

(A) Signed receipts/invoices for all purchases;

(B) A brief justification of all expenses (1-2 sentences explaining how the purchase benefits the project); and

(C) Bidding documentation with justification for why the vendor was chosen.

(2) Invoices shall not be submitted to HWTC for reimbursement before performance is completed by the vendor and accepted by the grantee, including physical receipt of goods. A grantee must sign the invoice or receipt to verify that the item or service has been received.

(c) **Approval by Commission or Executive Director.** After a purchase is prior authorized, if applicable, by the HWTC Grants Manager and made by the grantee, the grantee must still obtain approval before receiving reimbursement.

(1) **Purchases less than \$50,000.** The Commission has delegated to HWTC's Executive Director the authority to approve reimbursement of purchases of goods and/or services that cost less than \$50,000. Requests for the Executive Director's approval shall be made electronically. A written copy of the Executive Director's approval or disapproval shall be electronically sent to a grantee within fifteen (15) business days of submission. A grantee may not request more than one (1) reimbursement approval from the Executive Director in any ~~two-month (2-month)~~ one-month (1-month) period.

(2) **Purchases of \$50,000 or more.** ~~The Commission may, through formal Commission action, increase the maximum dollar value of reimbursements the Executive Director is authorized to approve, as identified in OAC 540:55-3-6(3)(a), above; any decision to provide such increased authorization to the Executive Director will be within the Commission's sole and absolute discretion and subject to the Commission's directives. Absent any increased authorization,~~

(A) **Construction-related purchases between \$50,000 and \$500,000.** The

Commission has delegated to HWTC's Executive Director the authority to approve reimbursement of construction-related expenses that are equal to or more than \$50,000, but less than \$500,000, provided that:

(i) The reimbursement request is received by HWTC on a date at least two (2) weeks before a scheduled Commission meeting; and

(ii) The Commission is informed of any approvals made by the Executive Director at the next Commission meeting.

**(B) All other purchases of \$50,000 or more.** All other requests to approve reimbursements equal to or more than \$50,000 must be submitted to the Commission electronically, for approval or disapproval at a regularly- or specially-scheduled public meeting. Grantees that wish to be reimbursed following a particular Commission meeting must submit their invoice packets to the HWTC Grants Manager no less than two (2) weeks prior to the meeting. Grantees will be provided with a copy of the Commission meeting schedule, and may search for the Commission's meetings at <https://www.sos.ok.gov/meetings/legacy/default.aspx>. Grantees will be provided electronic correspondence reflecting the Commission's approval or disapproval within two (2) business days of the public meeting.

**(d) Advance payments, cash advances, and working capital advances.** Requests for advance payments, cash advances, working capital advances, or any other payment of ARPA funds that is made to a grantee other than on a reimbursement basis, must be submitted to OMES for approval, in accordance with OMES' policies, as amended, including, but not limited to, OMES' Controlled Advance Grant Policy, Post-Payment Reimbursement Policy, and Working Capital Policy.