



OK21CCLC

OKLAHOMA 21ST CENTURY
COMMUNITY LEARNING CENTERS

CLAIMS

GRANT-SPECIFIC FISCAL AND CLAIMS WEBINAR

OVERVIEW

OSDE 21st CCLC Claims Process

- General Information for 21st CCLC Claims
 - Timelines, Authorized Official & GMS Access, Expenditures, Uploads, Date Ranges
- Creating a New Claim within GMS
- Coding Guidelines with Object Codes -100 through -900
- Items to Double Check Before Submitting Claims



TIMELINES

- **Budgets** are due two weeks after they open.
- **November 1st** - All 21st CCLC programs should have submitted at least one claim.
- **June 1st** – Last day to submit claims to receive payment by the end of the fiscal year and record it as Fiscal Year Revenue. Claims must be in clean, payable form by June 1st.
- **June 30th** – Last day to encumber funds for the fiscal year.
- **August 1st** – Deadline for all claims to be received at OSDE. Payment of late claims submitted after August 1st is subject to the approval of the State Board of Education.
- **September 1st** – Deadline for the Final Fiscal Year Closeout procedures to be submitted. The Closeout includes a completed and uploaded 21st CCLC Annual Report.



AUTHORIZED OFFICIAL & GMS ACCESS

- All budgets, claims, and supporting documentation are only accepted through the Grants Management System (GMS).
- All budgets, budget amendments, and claims must be submitted by the **authorized official**, who is usually the Superintendent or Authorized Official of a Community-Based Organization.
- The authorized official is able to grant full rights, as well as view-only rights, for other individuals.
- It is recommended that the Program Director have access to view the original grant application, budget, and claims.



EXPENDITURES

- Expenditures must be reasonable, necessary, allocable, and properly documented. Costs must be directly linked to the size and scope of the program.
- Expenditures are subject to 21st CCLC program specific requirements and must comply with grant guidance, <http://sde.ok.gov/sde/21cclc>.
- Expenditures must be 21st CCLC afterschool specific. If materials will be used during the regular school day, documentation of a shared cost must be provided.
- Pre-approval from the 21st CCLC office prior to purchasing any single item exceeding \$1,000 or any total amount exceeding \$2,500 is required. Additionally, any shared cost must be pre-approved from the 21st CCLC office prior to purchase.



UPLOADS

- Claims must include an upload in pdf format of:
 1. the Summary Expenditure Report,
 2. the Detailed Expenditure Report, and
 3. any supporting documentation (in the order of the Detailed Expenditure Report).
- The authorized official must sign and date both of the uploaded
 1. Summary Expenditure Report and
 2. Detailed Expenditure Report.
- File names must not contain any special characters (!@#\$%^&* <>?).



UPLOADS (CONT'D)

- Invoices and receipts must be itemized and signed and dated by the Program Director to verify that services/materials have been received within the program.
- Contracts or Purchase Orders must include a description of services, dates of service, number of students served, fee (set fee or per student), and be signed and dated by the authorized official.
- The Purchase Order Date must be:
 - dated on or before the Warrant Date, and
 - dated before any contracted services take place.
- If the claim amount is less or is being divided between projects, note it on the invoice, receipt, contract, and/or purchase order.



DATE RANGES OF CLAIMS

- Claims should begin on the first day of the month and end on the last day of the month.
- Date ranges entered in the GMS must match the date ranges on the uploaded Summary Expenditure Report and the Detailed Expenditure Report.
- Zero dollar claims are not required. Grantees are encouraged to combine multiple months within a single claim instead of submitting zero dollar claims.



CREATING A NEW CLAIM

All budgets, claims, and supporting documentation are only accepted through the Grants Management System (GMS).

- Log into Single Sign On.
- Select Grants Management and Expenditure Reporting.
- Select GMS Access / Select.



GMS TIPS

Helpful tips for using GMS that will prevent error messages or being logged out of GMS:

- Turn off pop-up blockers.
- Never use the back button, instead use the navigation buttons found in the top right corner.
- Click slowly through GMS and allow the system to process your last action. Do not double-click or continuously click on the same item.



- Home / Applications
- About This Site
- Links And Docs
- Sign In

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

[Sign In](#)

[Are you a New User? Click here to create an account.](#)

[Username problems? Click here to recover your username.](#)

[Password problems? Click here to recover your password.](#)

First: Log-in from Single Sign On



- Home / Applications
- Your Account
- About This Site
- Links And Docs
- Sign Out

Home / Applications
Applications

These are your current applications



Accountability (A-F Report Cards)

SDEAdmin - SDE Administrators

Allocation Notices System

SDE View Only

Grants Management and Expenditure Reporting

SDE View Only

Oklahoma Educator Credentialing System

DOERead - OSDE Read Only

School Personnel Records - FY 2009

SDE View Only

Second: Select Grants Management
And Expenditure Reporting



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[Sign Out](#)

[Menu List](#)

[Instruction](#)

You have been granted access to the forms below by your Security Administrator

Administrative

[Spec. Educ. Compliance Criteria](#)

[GMS Access / Select](#)

[Funded Applications](#)

[Non-Funded Data Collections](#)

Click on GMS Access / Select

If the form you need is not listed, contact your Logon Administrator:





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GMS Access Select

Select Fiscal Year: 2018 ▼

For First Year Grantees: The first line will be your Original Grant Application. The second line, listed as 21st Century Funded Projects Only, will be your Original Budget Application.

Original Grant Application

Original Budget Application

Created						
Consolidated Plan						
Application Name	Revision	Status	Date	Actions		
Assurances	Original Application ▼	Final Approved	6/5/2017	Open	Amend	Delete Application
▶ Schoolwide/School Improvement Plan						
21st Century						
Application Name	Revision	Status	Date	Actions		
▶ 21st Century Competitive						
Panther Power	Original Application ▼	Submitted For Review	8/2/2017	Open	Review Summary	
21st Century Funded Projects Only	Original Application ▼	Not Submitted		Open	Review Summary	Payments
IDEA						
Application Name	Revision	Status	Date	Actions		
IDEA Consolidated Application	Original Application ▼	Final Approved	9/26/2017	Open	Review Summary	Payments CC Override
LEA Agreement	Original Application ▼	Final Approved	6/29/2017	Open	Review Summary	
Spec Ed Professional Dev OSDE Sponsor - Proj 613	Original Application ▼	Not Submitted		Open	Review Summary	Payments CC Override



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On your Budget line, you may select “Amend” to amend your budget, or select “Payments” to start and submit a claim. If a Budget Amendment is required, it will need to be approved prior to submitting a claim.

Budget Amendments

Claims

GMS Access Select

Select Fiscal Year: 2018

Created

Consolidated Plan

Application Name	Revision	Status	Date	Actions
Schoolwide/School Improvement Plan				

21st Century

Application Name	Revision	Status	Date	Actions
21st Century Funded Projects Only	Original Application	Submitted For Review	8/29/2017	Open Amend Review Summary Payments Delete Application

IDEA

There currently aren't any IDEA applications created.

Federal Programs

Application Name	Revision	Status	Date	Actions
Title I Comparability	Original Application	Not Submitted		Open Amend Review Summary Payments Delete Application
Consolidated Application (I-A, II-A, III-A, IV-A, V-B, CAC)	Original Application	Not Submitted		Open Amend Review Summary Payments Delete Application

School Support

Application Name	Revision	Status	Date	Actions
SIG Plan Project 504	Original Application	Not Submitted		Open Amend Review Summary Payments Delete Application

Available

Consolidated Plan

Assurances	Create
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Applicant:

Application:

2017-2018 21st Century Funded Projects Only - 00-

On the “Expenditure / Payment Summary” page, select
“View Summary Expenditure / Closeout Reports” located in
 the middle of the page.

Printer-Friendly
[Click to Return to GMS Access/Select Page.](#)
[Click to Return to Menu List / Sign Out](#)

Expenditure / Payment Summary

[Click for Instructions](#)

[View Summary Expenditure / Closeout Reports](#)

FY2018 Expenditure/Payment Summary as of 10/12/2017

	TitleIVB_FPO
Current Grant Year Allocation	\$300,000.00
(+/-) Adjustments	\$42,452.41
(+/-) Consortiums	\$0.00
(+/-) Transfers	\$0.00
Total Funds to be Budgeted at Beginning of FY2018	\$342,452.41
Approved Budget	\$342,452.41
Pending Expenditure Reports	
Auto-Scheduled	\$0.00
Approved Summary Expenditure Reports	\$0.00
Total	\$0.00
Completed Expenditure Reports	
Auto-Scheduled	\$0.00
Summary Expenditure Reports	\$0.00
Total (click hyperlink to see Payment Details)	\$0.00
Remaining Balance of Expenditure Reports / Claims	
Auto-Scheduled	\$0.00
Summary Expenditure Reports	\$342,452.41
Released or Carried Over to next year	\$0.00
Total	\$342,452.41
Final Closeout Status	



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On the “Summary Expenditure Report Menu” page, select “**Create New Request**” located in the middle of the page.

Applicant:
Application: 2017-2018 21st Century Funded Projects Only - 00-

[Printer-Friend](#)
[Click to Return to GMS Access/Select Pag](#)
[Click to Return to Payment Summa](#)
[Click to Return to Menu List / Sign O](#)

Summary Expenditure Report Menu

[Click for Instructions](#)

Program 2018

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#) [Create New Request](#) [Delete Request](#) [Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
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Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

[Open Closeout Rep](#) [Create Closeout Rep](#) [Delete Closeout Rep](#) [Review Summary](#)

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date
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Applicant:

Application:
Cycle:

2017-2018 21st Century Funded Projects Only - 00-
Summary Expenditure Report 1

Project Period: 7/1/2017 - 6/30/2018

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

On the "Summary Expenditure Report 1" page, begin your first claim by selecting the Function & Object Codes, writing your expenditure descriptions, and filling-in your expenditure amounts.

Summary Expenditure Report 1

Program: TitleIVB_FPO

Click on the "Create Additional Entries" button to enter additional information.

Description of Object Codes and Function Codes

Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Summary Expenditure Report is submitted to the SEA.

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Other Services	600 - Supplemental Instruction Materials	700 - Property	800 - Other Objects	TOTAL
1000	Instruction	160,200.00	40,050.00	5,225.00		420.00	18,300.41		3,700.00	227,895.41
2213	Instructional Staff Training Services	7,800.00	1,248.00			6,865.00			3,790.00	19,703.00
2330	State and Federal Relations Services	5,760.00	921.60				1,200.00			7,881.60
2530	Printing, Publishing, and Duplicating Services									
2544	Evaluation Services						400.00			400.00
2571	Recruitment and Placement Services								295.00	295.00
2573	Non Instructional Staff Development									
2620	Operation of Buildings Services	256.00	38.40							294.40
2560	Information Services									
2740	Vehicle Servicing and Maintenance Services						1,000.00			1,000.00
2720	Vehicle Operation Services	4,170.00	625.50							4,795.50
2212	Instruction and Curriculum Development Services	62,550.00	15,637.50							78,187.50
2194	Parent Advisory						2,000.00			2,000.00
Total Direct Costs		240,736.00	58,521.00	5,225.00		7,285.00	22,900.41		7,785.00	342,452.41
Total Budget										342,452.41

Function Code	Object Code	Activity Description	Expenditure Description	Final Approved Budget	Previously Requested	Expenditure Amount	Delete Row
			(1000 Character Maximum)				<input type="checkbox"/>
			(1000 Character Maximum)			0	<input type="checkbox"/>
			(1000 Character Maximum)			0	<input type="checkbox"/>
			(1000 Character Maximum)			0	<input type="checkbox"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	(1000 Character Maximum)	<input type="text"/>	<input type="text"/>	Total	\$0.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	(1000 Character Maximum)	<input type="text"/>	<input type="text"/>	Total	\$0.00	
							Total	\$0.00
						Total	\$0.00	

5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0.0000 % \$0.00
Total \$0.00
Total \$0.00

Payment Tracking Number 72-10021810002
Expenditures from to Enter as MM/DD/YYYY
At the outset of the 2018 year, your LEA provided the following information:
DUNS #
CCR Expiration Date 07/27/2018
New SAM Expiration Date (if required) [Click here to access SAM for Expiration Date Information](#)

Note: OSDE is **prohibited** from making payments to LEAs whose CCR Expiration Date (which has now been replaced by the SAM Expiration Date) has passed. For every Summary Expenditure Report in which an LEA must enter the new SAM Expiration Date, the LEA must also upload a PDF from SAM.gov which shows the LEA name, DUNS #, and exp

RECAP	Amount
Grant Award (Allocation)	\$342,452.41
Approved Budget	\$342,452.41
Amount Paid To Date	\$0.00
Expenses To Date	\$0.00
Balance Due LEA	\$0.00
Funds on Hand	\$0.00

Attach supporting PDF
(Summary and Detailed Expenditure Reports are required)

I certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

All expenditure reports must be signed by the local Superintendent. If the local school board has authorized a different individual to sign expenditure reports, please upload a copy of the school board minutes that confirms the authorization of this signature.

Scroll down to:

- Calculate Totals,
- Create Additional Entries,
- Enter the Date Ranges,
- Enter the DUNS/SAM information,
- Upload documents,
- Save Page,
- Certify/Submit, and
- Spell Check.

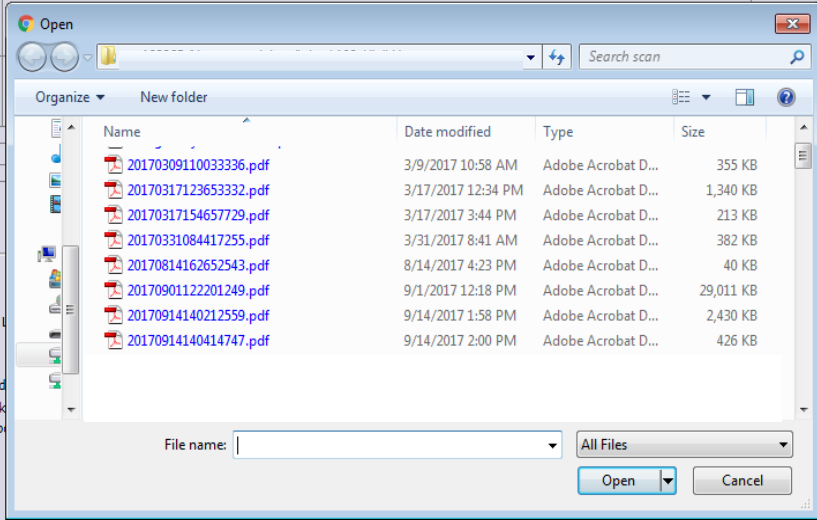
Function Code	Object Code	Activity Description	Expenditure Description	Final Approved Budget	Previously Requested	Expenditure Amount	Delete Row
1000	100		(1000 Character Maximum) Instructional Salaries for M Allen/L Boggs/N Dahm/T Dugger/A Griffin/J Leewright/G McCortney/R Pederson/M Quinn/R Sharp/J Smalley			23,473.75	
2212	100		(1000 Character Maximum) Program Director and Site Coordinator Salaries for R Bass/A Sykes			3,990.00	
2330	100		(1000 Character Maximum) Federal Programs Director Salary for J Brecheen			2,100.00	
2620	100		(1000 Character Maximum) Custodian Salary for J Daniels			25.60	
2720	100		(1000 Character Maximum) Bus Driver Salaries for E Fields/D Holt/D Newberry			417.00	
1000	200		(1000 Character Maximum) Instructional Benefits			4,793.62	
2212	200		(1000 Character Maximum) Program Director and Site Coordinator Benefits			970.15	
2330	200		(1000 Character Maximum) Federal Programs Director Benefits			324.10	
2620	200		(1000 Character Maximum) Custodian Benefits			7.18	
2720	200		(1000 Character Maximum) Bus Driver Benefits			990.82	
						Total	\$0.00
						Total	\$0.00
						Total	\$0.00

[Create Additional Entries](#) [Calculate Totals](#)

Payment Tracking Number 72-10021810002
 Expenditures from 7/1/2017 to 9/30/2017 Enter as MM/DD/YYYY
 At the outset of the 2018 year, your LEA provided the following information:
 DUNS #
 CCR Expiration Date 07/27/2018
 New SAM Expiration Date (if required) [Click here to access SAM for Expiration Date Information](#)

Note: OSDE is **prohibited** from making payments to LEAs whose CCR Expiration Date (which has now been replaced by the SAM Expiration Date) has passed.
 For every Summary Expenditure Report in which an LEA must enter the new SAM Expiration Date, the LEA must also upload a PDF from SAM.gov which shows the LEA name, DUNS #, and expiration date.

2330	200	Federal Programs Director Benefits	(1000 Character Maximum)	324.10
2620	200	Custodian Benefits	(1000 Character Maximum)	7.18
2720	200	Bus Driver Benefits	(1000 Character Maximum)	990.82
Total				\$0.00
5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0.0000 %				\$0.00
Total				\$0.00



To upload scanned documents, select **Choose File** to locate and attach files .

Payment Tracking Number
 Expenditures from
 At the outset of the 2018 year, your
 DUNS #
 CCR Expiration Date
 New SAM Expiration Date (if required)
Note: OSDE is **prohibited** from making
 For every Summary Expenditure Report
RECAP
 Grant Award (Allocation)
 Approved Budget
 Amount Paid To Date
 Expenses To Date \$0.00
 Balance Due LEA \$0.00
 Funds on Hand \$0.00

Attach supporting PDF **Choose File** 20170901122201249.pdf
 (Summary and Detailed Expenditure Reports are required)

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects; supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

All expenditure reports must be signed by the local Superintendent. If the local school board has authorized a different individual to sign expenditure reports, please upload a copy of the school board minutes that confirms the authorization of this signature.

Save Page **Certify/Submit**

The final step: the authorized official selects **Certify/Submit**, which submits your claim to the 21st Century office.

DOUBLE CHECK BEFORE SUBMITTING

Before submitting your 21st CCLC claim, please double check the following items:

- Prior to uploading, the authorized official must sign and date both:
 1. the Summary Expenditure Report and
 2. the Detailed Expenditure Report.

- The **date ranges**, **coding**, and the **expenditure and total amounts** must match within:
 1. the GMS,
 2. the attached Summary Expenditure Report, and
 3. the attached Detailed Expenditure Report.





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Applicant:

Application:

2016-2017 21st Century Funded Projects Only - 00-

2016-2017 7/1/2016 - 6/30/2017

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Payment Summary](#)

[Click to Return to Menu List / Sign Out](#)

Summary Expenditure Report Menu

[Click for Instructions](#)

Program 2017

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request](#)

[Create New Request](#)

[Delete Request](#)

[Review Summary](#)

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
<input type="checkbox"/>	Summary Expenditure Report 11	7/27/2017	6/1/2017 - 6/30/2017	\$95,647.57	8/14/2017	8/17/2017	Approved	8/17/2017
<input type="checkbox"/>	Summary Expenditure Report 10	6/13/2017	5/1/2017 - 5/31/2017	\$30,718.82	6/26/2017	6/30/2017	Approved	6/30/2017
<input type="checkbox"/>	Summary Expenditure Report 9	5/16/2017	4/1/2017 - 4/30/2017	\$32,271.33	6/8/2017	6/12/2017	Approved	6/12/2017
<input type="checkbox"/>	Summary Expenditure Report 8	4/3/2017	3/1/2017 - 3/31/2017	\$26,531.99	5/15/2017	5/15/2017	Approved	5/15/2017
<input type="checkbox"/>	Summary Expenditure Report 7	3/7/2017	2/1/2017 - 2/28/2017	\$17,022.55	4/24/2017	4/24/2017	Approved	4/24/2017
<input type="checkbox"/>	Summary Expenditure Report 6	2/3/2017	1/1/2017 - 1/31/2017	\$17,022.83	2/20/2017	3/6/2017	Approved	3/6/2017
<input type="checkbox"/>	Summary Expenditure Report 5	1/11/2017	12/1/2016 - 12/31/2016	\$21,122.59	1/13/2017	2/3/2017	Approved	2/3/2017
<input type="checkbox"/>	Summary Expenditure Report 4	12/1/2016	11/1/2016 - 11/30/2016	\$17,290.20	1/17/2017	1/24/2017	Approved	1/24/2017
<input type="checkbox"/>	Summary Expenditure Report 3	11/7/2016	10/1/2016 - 10/31/2016	\$18,061.32	11/29/2016	12/16/2016	Approved	12/16/2016
<input type="checkbox"/>	Summary Expenditure Report 2	10/24/2016	9/1/2016 - 9/30/2016	\$12,651.19	11/7/2016	11/11/2016	Approved	11/11/2016
<input type="checkbox"/>	Summary Expenditure Report 1	10/13/2016	7/1/2016 - 8/31/2016	\$12,797.19	11/7/2016	11/11/2016	Approved	11/11/2016

RETURNED CLAIMS

A returned claim ensures accuracy and may assist you with your closeout report.

Helpful things to do before submitting a claim:

- Provide current information to allow the 21st CCLC office to contact you by phone or email.
- Please call or email the 21st CCLC office with any questions or concerns.
- Submit your claims in a timely manner to allow time for returns and corrections as necessary.

If your claim is returned to you:

- Read all notes to provide any needed changes or additional documentation.
- **Do not delete any originally submitted claims that have been returned or any previously uploaded documents.** Instead, you will revise the returned claim and add any new attachments.
- Resubmit your claim back to 21st CCLC within a few days, if not the same day.



CODING GUIDELINES

- **Function Codes** are four-digits and describe the activity being performed for which a service or object is acquired.
- **Object Codes** are three-digits and describe the service or goods obtained.
- Function/Object Codes must align with the expenditure description. Please consult the most current OCAS manual for coding.
- All expenditures must match approved program activities and follow the scope of your grant.



OBJECT CODE 100 - PERSONNEL SERVICES

- All personnel must be correctly listed in School Personnel Records.
- 21st CCLC personnel
 - Instructional Staff are coded to 1000-100s.
 - Parent/Family Engagement Staff are coded to 2194-100s.
 - Program Director/Site Coordinator(s) are coded to 2212-100s.
 - State and Federal Relations personnel are coded to 2330-100s.
 - Custodial Staff who are 21st CCLC specific are coded to 2620-100s.
 - Bus Drivers who are 21st CCLC specific are coded to 2720-100s.



OBJECT CODE 100 - PERSONNEL SERVICES

Personnel coding examples:

- Instructional personnel who are not otherwise contracted with the district and are paid hourly to work afterschool hours are coded as 1000-139(certified)/-149(non-certified).
- Instructional personnel who are also under contract to teach or work within the district during the school day are considered to work extra-duty for 21st CCLC and are coded as 1000-192(certified)/-193(non-certified).
- Stipends must be for afterschool-specific professional development/training/ meeting that occurs outside of the program and school day contracted time and are coded as 1000-170(certified)/-180(non-certified) for Instructional personnel.
- All claimed salaries paid under 100s object codes should have corresponding benefits claimed under 200s object codes.



OBJECT CODES 300 AND 400

Object Code 300 – Contracted Services

- Contracted services are provided by personnel not on district or organization payroll, which may include outside instructors, presenters, and staffing/transportation partners.
- A copy of each contract or purchase order (if PO is used as contract) must be uploaded. Additional documentation might be required to verify alignment with the scope of your grant application.
- The authorized official must sign and date contracts and purchase orders.
- Contracted external assessors are only for 2nd and 3rd year grantees and are coded as 2544-320.

Object Code 400 – Personal Property Services

- All itemized invoices must be attached and be 21st CCLC specific.



OBJECT CODE 500 - STAFF TRAVEL

A conference **registration invoice (confirmation of registration)** must be attached to all claims containing any staff travel expenses or fees. Please see Object Code 800 for more information on registration invoices.

- The registration invoice must have the name and dates of the conference or workshop, along with the participant name(s), and will be the main documentation required for travel expenses.
- The district or organization is responsible for keeping accurate records, which may be requested during the claim review process and will be reviewed during monitoring, such as all associated itemized receipts and invoices for registration, air, luggage, parking, taxi, zero dollar hotel receipts, meals, etc.



OBJECT CODE 500 - STAFF TRAVEL (CONT'D)

- If necessary, the registration, airfare, and hotel reservation may be paid in advance.
- Real-time expenses, such as per diem, food, luggage fees, taxi, etc., cannot be paid in advance.
- If the airfare, hotel, per diem, and/or real-time expenses are paid in the same month as the registration fee, the registration invoice is the only documentation needed for the one claim.
- If the airfare, hotel, per diem, and/or real-time expenses are paid on different claims, the registration invoice must be uploaded within each claim containing any related travel expenses.



OBJECT CODE 500 - STAFF TRAVEL (CONT'D)

All school district or organization travel policies and IRS statutes for travel apply.

Personnel reimbursements:

- For local board of education **Per Diem** reimbursement, submit the registration invoice. The local per diem rate cannot exceed the federal per diem rate, please visit the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- For local board of education **actual cost** reimbursement, submit the registration invoice.

School/District/Organization reimbursements for credit card purchases:

- The Vendor Name on the uploaded Detailed Expenditure Report must contain the name of the vendor, even when a district credit card is used.
Examples: HILTON ANATOLE/VISA; AMERICAN AIRLINES/VISA
For assistance changing the Vendor Name, please contact your accounting software provider.



OBJECT CODE 500 - STAFF TRAVEL (CONT'D)

Out-of-State Staff Travel:

- Overnight staff travel expenses are coded to 2213-580 for (1000) Instructional and (2194) Family Engagement staff and to 2573-580 for other non-instructional staff not coded to 1000s.
- Staff registration fees are coded to 2213-860 for (1000) Instructional and (2194) Family Engagement staff and to 2573-860 for all other non-instructional staff not coded to 1000s.

In-State Staff Travel:

- One day travel for professional development must be coded as income, as per IRS statute. Meal reimbursement during in-state, day-only travel (non-overnight status) must be coded as income using codes 2213-115(certified)/125(non-certified) for (1000) Instructional and (2194) Family Engagement staff or 2573-115(certified)/125(non-certified) for all other non-instructional staff not coded to 1000s.
- Local mileage for Program Director/Site Coordinator may be reimbursable under 2212-580.



OBJECT CODE 600 - SUPPLIES

- The Program Director must sign and date all itemized invoices and receipts for supplies. All itemized invoices and receipts for supplies must be uploaded.
- If instructional supplies are purchased from a vendor on the state Approved Vendor list, no documentation is needed, but additional documentation may be required to verify the items are within your scope and afterschool specific.
- YPQ Box Sets for assessment and program evaluation are coded as 2544-614. Most instructional supplies are coded as 1000-619 for classroom supplies (pens, pencils), 1000-653 if technology related (including online annual subscriptions), or 1000-681 co-curricular. Please refer to the OCAS manual for coding.



OBJECT CODE 600 - SUPPLIES (CONT'D)

- Use Object Code 600, if each single item is under \$5,000, regardless of the total amount of the invoice and a life span greater than one year. Use Object Code 700 if a single item has a value over \$5,000 and a life span greater than one year.
 - **Each 21st CCLC program is encouraged to comply with grant guidance by seeking pre-approval from the 21st CCLC office prior to purchasing any single item exceeding \$1,000 or any total amount exceeding \$2,500.**
- The Vendor Name on the uploaded Detailed Expenditure Report must contain the name of the vendor, even when a district credit card is used. (Examples: WALMART/VISA, AMAZON/VISA.) For assistance changing the Vendor Name, please contact your accounting software provider.



OBJECT CODE 600 - BUS FUEL

- When transporting students, **bus fuel** may be claimed for reimbursement, but not mileage. Claims with bus fuel expenditures must include an uploaded fuel calculation document containing:
 - Total route miles ÷ miles to the gallon x average price per gallon of gas = _____.
- Please include fuel invoices and receipts for the total amount of fuel purchased, even if used over multiple programs and exceeds the claim for 21st CCLC reimbursement.
- Bus fuel is coded as 2740-623(Diesel)/-625(Gasoline).



Fuel Calculation Form for April

	Route miles	x	# of Program Days	=	Total Route Miles	÷	mpg	=	Gallons	x	Fuel Cost/ gallon	=	Actual Fuel Cost
Bus 1	14.6	x	14	=	204.4	÷	6.5	=	31.44	x	1.79	=	56.27
Bus 2	16.8	x	14	=	235.2	÷	6.5	=	36.18	x	1.79	=	64.76
Bus 3	26.8	x	14	=	375.2	÷	6.5	=	57.72	x	1.79	=	103.31
Bus 4	31.2	x	14	=	436.8	÷	6.5	=	67.2	x	1.79	=	120.28
Total Fuel Cost:												344.62	

Total route miles ÷ miles to the gallon x average price per gallon of gas = Total Fuel Cost

AVP METRO PETROLEUM L.L.C.

Page: 1

Invoice No:
 Invoice Date: 04/18/17
 Ship Date: 04/18/17

Sold
 To:

Ship
 To:

Acct. No:
 Ship Via:

PO No:

Sales ID:5

Terms:NET 30 DAYS
 BOL/Ship.Order:

 Product Code/
 Description

Shipped/
 Billed UOM

Price
 Each

Extension

14
 ULTRA LS DIESEL

1013 GAL
 1013 GAL

1.79820

1821.58

PO #

OK UST TAX-.01

1,013.0

.01000

10.13

 Total Amount: 1.831.71

OBJECT CODE 600 - BUS FUEL

(21ST CCLC) FUEL CLAIM FOR
FEBRUARY:

DATE	MILEAGE FOR ROUTE	MILEAGE FOR ROUTE	MILEAGE FOR ADDITIONAL OUTINGS	TOTAL MILES PER DAY	AVERAGE MILES PER GALLON	TOTAL GALLONS USED	FUEL RATE PER DAY	TOTAL FUEL COST FOR BUSES PER DAY							
Feb. 3	14	+	45	+	0	=	59	^	7	=	8	x	\$3.30	=	\$26.40
Feb. 4	14	+	45	+	0	=	59	^	7	=	8	x	\$3.30	=	\$26.40
Feb. 5	14	+	45	+	0	=	59	^	7	=	8	x	\$3.39	=	\$27.12
Feb. 10	14	+	45	+	0	=	59	^	7	=	8	x	\$3.39	=	\$27.12
Feb. 11	14	+	45	+	0	=	59	^	7	=	8	x	\$3.39	=	\$27.12
Feb. 12	14	+	45	+	0	=	59	^	7	=	8	x	\$3.39	=	\$27.12
	0	+	0	+	0	=	0	^		=	0	x	\$0.00	=	\$0.00

TOTAL COST FOR FUEL FOR MONTH:

I, _____, attest that the above stated fuel prices were in fact the price paid for each day of operation for the _____ bus routes.

Transportation Director

Date

Program Director Signature

Date

OBJECT CODE 700 - EQUIPMENT

- All itemized invoices and receipts are required for all Object Code 700 – Property/Equipment items, and must be signed and dated by the Program Director.
- Use Object Code 700 if a single item has a value over \$5,000 and a life span greater than one year. Use Object Code 600, if each single item is under \$5,000, regardless of the total amount of the invoice, and a life span greater than one year.
 - **Each 21st CCLC program is encouraged to comply with grant guidance by seeking pre-approval from the 21st CCLC office prior to purchasing any single item exceeding \$1,000 or any total amount exceeding \$2,500.**



OBJECT CODE 800 - STUDENT DUES/(ENTRANCE) FEES & REGISTRATIONS -AND- STAFF REGISTRATIONS

Student Dues/Fees and Registrations

- Student entrance fees for educational field trips are coded to 1000-810.
- Student registrations for educational competitions are coded to 1000-860.

Staff Registrations for Travel

- A **registration invoice** must be attached to all claims containing any travel expenses or fees. The registration invoice must contain the name and dates of the conference/workshop and the participant name(s) who attend. All conferences or workshops must be afterschool specific. Please see Object Code 500 for additional travel and registration invoice information.
- Staff registration fees are coded to 2213-860 for (1000) Instructional and (2194) Family Engagement are coded to 2573-860 for all other non-instructional staff not coded to 1000s.



OBJECT CODE 900 - INDIRECT COST (IDC)

- Indirect Costs are an allowance to offset district overhead cost.
- Indirect Costs must be claimed in proportion to the overall amount claimed for direct costs. This ratio is calculated automatically within the system and the GMS will not allow indirect costs within a claim to exceed the allowable maximum.
- Indirect Costs are coded as 5400-970.



OTHER COMMON CODES

- **Advertising costs** for personnel recruitment are coded as 2571-540.
- **Background check expenses** are coded as 2571-810.
- **YPQ Box Sets** for assessment and evaluation materials for all grantees are coded as 2544-614.
 - 1st years are \$300/site and 2nd-5th years are \$200/site.
- Contracted **External Assessors** for 2nd and 3rd year grantees are coded as 2544-320.
- Instructional **Printing** and binding is coded as 1000-550.
- Administrative **Printing** is coded as 2530-550.
- Contracted services for **Student Transportation** are coded as 2740-511 or 2740-513.
 - 2740-511 if Student Transportation services are provided by another Oklahoma district.
 - 2740-513 if Student Transportation services are provided by an outside agency or person.
- Rentals of buses/vehicles not owned by the district or organization, but operated by LEA personnel for **Student Transportation** are coded as 2740-440.



FOR FURTHER INFORMATION

For more information, resources, tutorials, and FAQs, please refer to:

- The Oklahoma 21st CCLC website – <http://sde.ok.gov/sde/21cclc>
 - Grant Guidance – <http://sde.ok.gov/sde/21st-cclc-grantee-resources-grant-guidance>
 - Financial resources - <http://sde.ok.gov/sde/21st-cclc-current-grantees-budgets-claims>
- The OCAS manual – <https://sde.ok.gov/sde/financial-accounting>



CONTACT INFORMATION

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