

West Virginia
Gaining Early Awareness and Readiness for Undergraduate Program
(WV GEAR UP)
Administered by the WV Higher Education Policy Commission
Grantee Policy and Procedure

Title of Policy: College Partner Invoice Instructions

Policy Implementation Level: Grantee

Effective Date: FY 2023

Responsibility: College Partner Finance Department

Policy Statement:

Each fiscal year, WV GEAR UP Federal grant funding will be allocated by the WV GEAR UP Administrative Office to each of the three (3) college partners. Funds will be officially awarded through a grant agreement. Each college partner will invoice monthly based upon expenses incurred.

Procedure:

1. After receipt of a fully executed Grant Agreement, the Grantee (College Partner) will submit an invoice for reimbursement of actual costs incurred during the previous month. Invoices will be due to the WV GEAR UP Administrative Office no later than the 15th of the following month. For example, July's invoice for July's expenditures will be due no later than the 15th day of August.
2. Expenditures must be in line with the approved budget and workplan for the fiscal year. The expenditures must be reasonable, allocable and allowable per applicable Federal guidelines.
3. Expenditures posted may only be for services (and items) that will be rendered (or used) in the current year. Prepayment is non-allowable outside the grant period.
4. The WV GEAR UP grant must follow the grantee's administrative and fiscal policies. These policies should be in line with state and fiscal administrative and fiscal policies. Policy variations are fine as long as they do not violate state and local policies.

5. The billing must be submitted on the invoice form provided by the WV GEAR UP Office.
7. All invoices must be signed in blue ink by an authorized individual at the grantee level.
8. Prior to submitting to the WV GEAR UP Office for payment, please review the invoice to make sure the invoice is correct and the formulas are accurate. Please allow the regional coordinator to review the invoice for accuracy and agreement with expenditures.
9. Expenditure documentation does not need to be submitted with the monthly invoice. However, documentation (invoices, contracts, travel settlements, etc.) that make up expenditures posted to the general ledger must be made available for review upon request by the WV Higher Education Policy Commission (WV GEAR UP). In some circumstances, documentation may be requested to be submitted and if this occurs, the grantee will be contacted.
10. Invoice documentation must be maintained at the grantee level for three year after the grant is closed. Currently, this grant is schedule to end in 2028 with an anticipated one year carryover and close 2029.
11. Each grantee must be in compliance with the grant agreement issued by the WV Higher Education Policy Commission in regards to the administration of the WV GEAR UP program. WV Higher Education Policy Commission reserves the right to withhold invoice payment until program compliance is met. And, if an expenditure is deemed to be non-allowable due to not being reasonable, allocable or allowable per Federal guidelines, the invoice amount may be adjusted.
12. The final invoice must be submitted within forty-five (45) days following the end of the grant agreement. Failure to submit the final invoice within these guidelines may result in the invoice not being honored by the Commission since the availability of funds is restricted to the time period of the Grant Agreement and must be closed out with the Department of Education. Please mark your invoice coversheet – Final Invoice.
13. Any unexpended grant funds not invoiced at the end of the annual grant period will be cancelled and the grant award reduced to the amount of actual expenditures.
14. If the Grantee discovers the overpayment, the amount of the overpayment must be refunded to the WV Higher Education Policy Commission within forty-five (45) days following the end of the grant agreement. Extensions may be granted based upon the situation.

WV GEAR UP
West Virginia Higher Education Policy Commission
FY XXXX Monthly Invoice - Coversheet
College Partner:

Month:

School Name:

Grant #

Address

Commitment #

Submit Payment to: WV GEAR UP

FIMS #

Attn: Joanne Rutherford, Coordinator of Fiscal and Administrative Services

1018 Kanawha Blvd, East, Suite 700

Acct:

Charleston, WV 25301

Description	Approved FY _____ Budget	Current Monthly Billing	Year To Date Billing	Remaining On Grant
Salaries				\$0.00
Fringes				\$0.00
Travel				\$0.00
Materials and Supplies				
Office Supplies				\$0.00
Printing and Binding				\$0.00
Hospitality				\$0.00
Minor Equipment (Individual Items > \$1,000 but less than \$5,000)	\$0.00	\$0.00	\$0.00	\$0.00
List individualize item and price:				
1).				
2).				
3).				
Incentives (Giveaways) - Academic				\$0.00
Incentives (Giveaways) - Non Academic				\$0.00
Rental expense				\$0.00
Miscellaneous				\$0.00
Total Material and Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Consultants and Contracts				
Stipends (for Mentors)				\$0.00
Rental/Contract - Bus Transportation				\$0.00
Other (List) and include price:	\$0.00			\$0.00
1).				
2).				
3).				
Total Consultants and Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Total WV GEAR UP Activity Budget	\$0.00	\$0.00	\$0.00	\$0.00
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P-20 Initiatives / Curriculum Advancement (\$10,000)				
Salaries				\$0.00
Fringes				\$0.00
Travel				\$0.00
Materials and Supplies				\$0.00
Consultants and Contracts				\$0.00
Total P-20 Initiatives /Curriculum Advancement	\$0.00	\$0.00	\$0.00	\$0.00
Total WV GEAR UP Grant Award	\$0.00	\$0.00	\$0.00	\$0.00

Grantee

Date

WV GEAR UP Approval

Date