

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: County and School Invoice Instructions

Policy Implementation Level: County/School Grantee

Effective Date: FY 2023

Responsibility: County Treasurers

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 11 eligible counties. Funds will be officially awarded through a grant agreement to each county. Each county will invoice monthly based upon expenses incurred.

Procedure:

1. After receipt of a fully executed Grant Agreement, the Grantee (County) 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 county WV GEAR UP grant must follow their 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. If your county can provide the same information in a different format, then this submission is acceptable. This invoice will be personalized to include each county's total budget as well as the individual budgets of each school.
6. The Treasurer must post the monthly expenditures as well as the year to date expenditures on each school detail invoice. All other columns will be locked and it will not be necessary to enter information into the "budget" and "remaining on grant" columns because this information has been preset with information and formulas. All monthly and year to date billing information will automatically be generated on the County Monthly Invoice – Coversheet.
7. The coversheet and each school budget detail must be submitted for payment by the 15th of the following month. All invoices must be signed in blue ink by an authorized individual at the county 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.
9. Expenditure documentation must be submitted with the monthly invoice. In some circumstances, additional documentation may be requested to be submitted and if this occurs, the Treasurer 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 county 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 county has been overpaid, 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.
15. If a high school elects dual enrollment as an academic enrichment activity, additional information will need to be provided as stated in the grant agreement for Federal reporting purposes.

WV GEAR UP
West Virginia Higher Education Policy Commission
FY ____ Monthly Invoice - Coversheet
County
Month

County Name

Grant #

Address

Commitment #

Submit Payment to: WV GEAR UP

FIMS #

Attn: Joanne Rutherford, Coordinator of Fiscal and
Administrative Services

Acct:

1018 Kanawha Blvd, East, Suite 700

Charleston, WV 25301

| Function Code | Object Code | Description | Approved FY ____ Budget | Current Monthly Billing | Year To Date Billing | Remaining On Grant |
|---|-------------|--|-------------------------|-------------------------|----------------------|--------------------|
| 11111 | 131 | Substitute Teachers | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 112 | Academic Enrichment Staff | | | | |
| | | <i>Tutors - 7th Grade</i> | \$8.00 | \$2.00 | \$2.00 | \$6.00 |
| | | <i>Course Recovery - 12th</i> | \$8.00 | \$2.00 | \$2.00 | \$6.00 |
| | | <i>ACT Preparation - 12th</i> | \$8.00 | \$2.00 | \$2.00 | \$6.00 |
| 12711 | 122 | Supplemental Pay - School Bus Drivers | \$8.00 | \$2.00 | \$2.00 | \$6.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Salaries | | | \$36.00 | \$10.00 | \$10.00 | \$26.00 |
| 11111 | 221 | Social Security | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 231 | Retirement | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 261 | Workers' Compensation | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 12711 | 221 | Bus Driver - Social Security | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 12711 | 231 | Bus Driver - Retirement | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 12711 | 261 | Bus Driver - Workers Compensation | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Fringe Benefits | | | \$24.00 | \$12.00 | \$12.00 | \$12.00 |
| 12213 | 581 | Travel - Professional Development - In County | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 12213 | 582 | Travel - Professional Development - Out of County | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 12213 | 583 | Travel - Professional Development - Out of State | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Travel | | | \$12.00 | \$6.00 | \$6.00 | \$6.00 |
| 11111 | 611 | Materials and Supplies | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 571 | Food for Events - Caterer | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 619 | Food for Events - Restaurant or Groceries | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 586 | Food for Student Travel - \$10 Cash | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 651 or 694 | Classroom Enhancements (Individual Items \$1,000 >\$4,999) | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 642 | Books | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 441 | Rental of Building | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 12711 | 661 | Fuel - School Bus | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Materials and Supplies | | | \$32.00 | \$16.00 | \$16.00 | \$16.00 |
| Bus - Transportation | | | | | | |
| 12711 | 513 | Buses - Charter | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| Professional Development | | | | | | |
| 12213 | 341 | Professional Development (On-site for Group) | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| Academic Enrichment Activities - Non Salaried Activities | | | | | | |
| 11111 | 321 | Dual Enrollment | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 653 | Software (ACT Preparation, Tutoring, Etc.) | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 331 | Speaker - Other Professional Services | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 569 | Advanced Placement Test (Cost for Student) | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 569 | Course Recovery | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| 11111 | 891 | Other Academic Enrichment Activities | \$4.00 | \$2.00 | \$2.00 | \$2.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Consultants and Contracts | | | \$24.00 | \$12.00 | \$12.00 | \$12.00 |
| Grand Total | | | \$128.00 | \$56.00 | \$56.00 | \$72.00 |

Grantee

Title

Date

I hereby certify that the expenditures have been paid and services have been rendered.

WV GEAR UP Approval

Date

10/2023

WV GEAR UP
West Virginia Higher Education Policy Commission
FY ____ Monthly Invoice - School Detail
School Name

Month

| Function Code | Object Code | Description | Approved FY ____ Budget | Current Monthly Billing | Year To Date Billing | Remaining On Grant |
|---|-------------|--|-------------------------|-------------------------|----------------------|--------------------|
| 11111 | 131 | Substitute Teachers | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 112 | Academic Enrichment Staff | | | | |
| | | <i>Tutors - 7th Grade</i> | \$4.00 | \$1.00 | \$1.00 | \$3.00 |
| | | <i>Course Recovery - 12th</i> | \$4.00 | \$1.00 | \$1.00 | \$3.00 |
| | | <i>ACT Preparation - 12th</i> | \$4.00 | \$1.00 | \$1.00 | \$3.00 |
| 12711 | 122 | Supplemental Pay - School Bus Drivers | \$4.00 | \$1.00 | \$1.00 | \$3.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Salaries | | | \$18.00 | \$5.00 | \$5.00 | \$13.00 |
| 11111 | 221 | Social Security | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 231 | Retirement | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 261 | Workers' Compensation | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 12711 | 221 | Bus Driver - Social Security | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 12711 | 231 | Bus Driver - Retirement | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 12711 | 261 | Bus Driver - Workers Compensation | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Fringe Benefits | | | \$12.00 | \$6.00 | \$6.00 | \$6.00 |
| 12213 | 581 | Travel - Professional Development - In County | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 12213 | 582 | Travel - Professional Development - Out of County | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 12213 | 583 | Travel - Professional Development - Out of State | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Travel | | | \$6.00 | \$3.00 | \$3.00 | \$3.00 |
| 11111 | 611 | Materials and Supplies | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 571 | Food for Events - Caterer | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 619 | Food for Events - Restaurant or Groceries | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 586 | Food for Student Travel - \$10 Cash | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 651 or 694 | Classroom Enhancements (Individual Items \$1,000 >\$4,999) | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 642 | Books | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 441 | Rental of Building | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 12711 | 661 | Fuel - School Bus | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Materials and Supplies | | | \$16.00 | \$8.00 | \$8.00 | \$8.00 |
| Bus - Transportation | | | | | | |
| 12711 | 513 | Buses - Charter | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| Professional Development | | | | | | |
| 12213 | 341 | Professional Development (On-site for Group) | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| Academic Enrichment Activities - Non Salaried Activities | | | | | | |
| 11111 | 321 | Dual Enrollment | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 653 | Software (ACT Preparation, Tutoring, Etc.) | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 331 | Speaker - Other Professional Services | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 569 | Advanced Placement Test (Cost for Student) | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 569 | Course Recovery | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| 11111 | 891 | Other Academic Enrichment Activities | \$2.00 | \$1.00 | \$1.00 | \$1.00 |
| | | Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Consultants and Contracts | | | \$16.00 | \$8.00 | \$8.00 | \$8.00 |
| Grand Total | | | \$68.00 | \$30.00 | \$30.00 | \$38.00 |