

**Adult Ed Section 107 Grant Expenditure
Important Reminders**

For expenditures to be reimbursable, inform all staff who may spend funds to allow these guidelines:

- (1) Technology purchases MUST be made by Nov 30, per MDE determination, in order to be allowed. This is so students receive the benefit from them within the grant period.
- (2) Store and/or Restaurant receipts must be dated and detailed
- (3) Supplies/Equipment purchases -require shippers or receiving documents, indicating date of receipt and signature of the person receiving merchandise, verifying that quantities are correct and all merchandise was received
- (4) Professional Development travel – requires a voucher signed by the person incurring the travel, indicating the rationale for the travel, along with detailed receipts for lodging, registration, meals, etc.
- (5) Purchased Service required Documentation
- (6) Contracts between persons and agencies performing the services must include:
 - a) Name or Title of the provider
 - b) Description of the services to be provided
 - c) Estimate of the time required
 - d) Rate of compensation
 - e) Termination provisions
- (7) Bills or Invoices for services performed must include:
 - a) Name of provider
 - b) Title or position of provider
 - c) Date, timeframe, and service provided
 - d) Location where services were provided
 - e) Name(s) of student(s) served, if applicable
 - f) Rate of compensation

If you have questions regarding this, please contact Sherri Papazoglou at spapazoglou@washtenawisd.org or Elette Collins at ecollins@washtenawisd.org or 734-994-8100.