

General Claims Information

School Support/School Improvement Claims

Summary Page

- Correct fiscal year
- Correct amount of approved (budgeted) project
- Correct reporting period sequence
- Correct beginning approved (budgeted) balance
- Function/object codes match current approved budget
- Expenditures for function/object code categories do not exceed limits*
- Indirect cost is not allowed for School Support/School Improvement/SIG/SIG ARRA
- Signed and dated by authorized personnel

Detail Page

- Expenditures must align with Title allowances and be described in the current approved application.
- Payments made with credit cards must list the credit card name and vendor name on purchase orders (i.e., Visa/Holiday Inn). **
- Salaries must be claimed at the same rate each reporting period and reflect the portion of salary budgeted (i.e., 1/12 of budgeted salary each month).
- Personnel paid with federal funds should have appropriate federal code entered on the School Personnel Records and be listed on the personnel page of the budget.
- Purchase order dates and warrants are within correct fiscal year.

Additional Information to Help Expedite Your Claim

- Applications and budgets must be approved **prior** to submitting claims for reimbursement.
- **There will be no revisions made to the FY2013 applications after June 28, 2013. Expenditures that are not reflected in the application after this date will need to be removed from the claim and will not be reimbursed.**
- A claim should be submitted for each **monthly reporting period** by the established due date. If there is a missing reporting period, no subsequent claims can be processed until the claim for the missing reporting period has been filed.
- Instructional materials require invoices detailing items that were purchased (should only list vendor name, not an individual's name for reimbursement).
- Travel expenditures for professional development require a copy of the travel claim, which includes the name and date of training, mileage, break down of expenses, and must adhere to local board of education policy.
- Stipends for professional development activities must adhere to local board of education policy, require agendas or attendance records, and must list the name of the workshop/training. In addition, stipends for professional development are only approvable if the professional development takes place after contracted hours.
- General supplies are not allowable expenditures and should be purchased with local funds.

*Function/object codes 5400, 2330, 2540 & 5500 may not exceed the budgeted amount.

**School Laws of Oklahoma, Section 98, subsection E, (70-5-135) and Section 644, subsection B, (62-310.8) and Oklahoma Administrative Code (OAC) 25-5-2 and 70-5.135.

General Claims Information

FY2013 Expenditure Report Due Dates

Reporting Period	Due Date
July 1 - July 31, 2012	October 23, 2012
August 1 - August 31, 2012	October 23, 2012
September 1 - 30, 2012	October 23, 2012
October 1 - 31, 2012	November 20, 2012
November 1 - 30, 2012	December 18, 2012
December 1 - 31, 2012	January 22, 2013
January 1 - 31, 2013	February 19, 2013
February 1 - 28, 2013	March 26, 2013
March 1 - 31, 2013	April 23, 2013
April 1 - 30, 2013	May 21, 2013
May 1 - 31, 2013	June 18, 2013
June 1 - 30, 2013	August 1, 2013

There will be no revisions made to the **FY2013** applications after **June 28, 2013**. Expenditures not reflected in the application after this date will need to be removed from the claim and will not be reimbursed.

All **FY2013** claims for reimbursement must be uploaded in the Grants Management System on or before **August 1, 2013**. Claims mailed in and/or faxed in will not be accepted.

The Oklahoma Administrative Code does not contemplate or allow for late claim submissions. There is no guarantee that any claim uploaded in the Grants Management System after **August 1, 2013** will be paid.