

Claims 101: A Beginners Guide to Preparing a Federal Claim

Afterschool and Summer Learning and
Enrichment Grants
May 18, 2022



OKLAHOMA
Education



Overview

- Oklahoma Cost Accounting System (OCAS)
 - Quick Reference Guide
 - Joint Federal Claims Procedures
- Step 1 – Creating the Detailed and Summary Expenditure Reports
- Step 2 – Following the OCAS Coding Guidelines and Supporting Documentation
- Step 3 – Creating a Claim in the Grants Management System
- Reminders, Important Dates, and Resources

Oklahoma Cost Accounting System (OCAS)

Oklahoma Cost Accounting System (OCAS)

Located on the OSDE Expanded Learning website

- <https://sde.ok.gov/sites/default/files/2021%20-%202022%20OCAS%20Manual%20with%20Tabs.pdf>

OKLAHOMA COST ACCOUNTING SYSTEM



OKLAHOMA
STATE DEPARTMENT *of* EDUCATION
———JOY HOFMEISTER———
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION

2021-2022 Fiscal Year
Revised June 2021

Quick Coding Reference

Located on the OSDE Expanded Learning website

- <https://sde.ok.gov/sites/default/files/documents/files/Expanded%20Learning%20Claims%20Quick%20Reference%20Sheet%202021-22%20-%200709.pdf>



Expanded Learning Claims Quick Coding Reference for 2021-2022

This quick reference sheet for coding ESSER Afterschool and Summer Learning claims is aligned with the Oklahoma Cost Accounting System (OCAS). Please consult the OCAS Manual at https://sde.ok.gov/sites/default/files/OCAS%20Manual%20Combinded_3.pdf for detail and bold codes. This sheet is for quick reference and does not override any guidelines set forth by OCAS.

Project Codes: 558 – ESSER Summer Learning Funded Project
559 – ESSER Afterschool Learning Funded Project
Program Code: 492 – Expanded Learning Centers grant

Each expense claimed must have both a function and object code:


- Function codes (4-digits) describe the activity being performed for which a service or object is acquired.
- Object codes (3-digits) describe the service or goods obtained.

Function Code 1000 – Instruction (Direct instruction between program staff and students)
Object Code 100 – Personnel Services
<ul style="list-style-type: none"> • 139/149 – Pay for certified (139) /non-certified (149) staff not otherwise employed by the district (hourly rate). • 192/193 – Extra duty contract pay for certified (192) /non-certified (193) staff.
Object Code 200 – Personnel Services – Benefits associated with above positions.
Object Code 300 – Contracted Services – Services rendered by personnel not on district’s or organization’s payroll.
Object Code 400 – Purchased Property Services – Equipment leasing; custodial services if program not on school property.
Object Code 500 – Other Purchased Services – Instructional printing outside school building or organization.
Object Code 600 – Materials/Supplies – Instructional materials of an expendable nature with a unit value under \$5,000, including technology, tech supplies, and subscriptions for interactive, web-based programs.
Object Code 700 – Equipment – Instructional equipment with unit value over \$5,000 and life span greater than one year.
Object Code 800 – Dues/Fees – Student entrance fees; student registrations for competitions.
Function Code 2194 – Parent Advisory (Related to Family Engagement and Adult Educational services)
Object Code 100 – Personnel Services – Pay for Parent/Family Engagement Coordinator.
Object Code 200 – Personnel Services – Benefits associated with above position.
Object Code 500 – Other Purchased Services – Services related to family/adult engagement & education, including printing.
Object Code 600 – Materials/Supplies – Materials related to parent/family engagement and adult educational services.
Function Code 2212 – Instruction and Curriculum Development (Program Directors/Site Coordinators)
Object Code 100 – Personnel Services – Pay
<ul style="list-style-type: none"> • 110/120 – Pay for certified (110) /non-certified (120) staff not otherwise employed by the district and hired as Program Director or Site Coordinator to supervise program staff, oversee curriculum, and schedule activities. • 192/193 – Extra duty pay for certified (192) /non-certified (193) district staff also employed as Program Director or Site Coordinator to supervise program staff, oversee curriculum, and schedule activities.
Object Code 200 – Personnel Services – Benefits associated with above positions.
Object Code 500 – Travel – Local travel allowance or mileage for program planning by Program Director/Site Coordinator.
Object Code 600 – Materials/Supplies – Non-instructional supplies and materials specific to the above positions.
Function Code 2213 – Instructional Staff Training (Afterschool-specific professional development)
Object Code 100 – Personnel Services – Pay
<ul style="list-style-type: none"> • 115/125 - Meals for daytime travel included as income for certified (115)/ non-certified (125) staff. Use for traveling staff paid under function codes 1000 or 2212. • 139/149 – Certified (139) /Non-certified (149) substitutes for teachers while attending professional development. • 170/180 – Stipends for certified (170) /non-certified (180) teachers during professional development occurring outside of program hours or contracted hours.
Object Code 500 – Travel – Travel expenses for instructional staff during professional development (except meals during day-only travel). Use for traveling staff paid under function codes 1000 or 2212.
Object Code 600 – Materials/Supplies – Material costs related to professional development training.
Object Code 800 – Dues/registration fees for afterschool-specific trainings and conferences. Use for traveling staff paid under function codes 1000 or 2212.



Joint Federal Claims Procedures

- Shared procedures for all Oklahoma State Department of Education Federal Programs
- Updated annually and located in the Oklahoma Cost Accounting System (OCAS) manual
 - [https://sde.ok.gov/sites/default/files/documents/files/FY22 Joint Federal Programs Claims Procedures.pdf](https://sde.ok.gov/sites/default/files/documents/files/FY22%20Joint%20Federal%20Programs%20Claims%20Procedures.pdf)



**OKLAHOMA
Education**
FY2022 Joint Federal Programs Claims Procedures

The purpose of this document is to provide Local Education Agencies (LEAs) with comprehensive claims procedures to assist them in preparing claims for submission to the Oklahoma State Department of Education (OSDE)

The items contained in these procedures are considered best practices and if followed, will reduce the likelihood of errors and increase the efficiency in which claims are paid. The items are consistent amongst all programs unless specifically noted. These items have been reviewed and agreed to by the Office of Federal Programs, the Office of Special Education, the Office of Family & Community Engagement, and the Office of School Support & Improvement.

LEAs choosing not to follow these procedures run the risk of claims being significantly delayed or denied. OSDE reserves the right to request additional documentation to verify any expenditure submitted for reimbursement.

Technical Assistance

- Each office provides program specific claims training annually.
- Each office provides additional technical assistance via phone and email throughout the grant cycle.
- Each office can provide onsite technical assistance upon request. Please contact the specific program office for more information.

General Claims Information

- Expenditures must be reasonable, necessary, and allocable.
 - Expenditures (except indirect cost/administrative costs and fund transfers) will be allowed to exceed the approved budgeted function-object category by 25%, provided the sum of all expenditures does not exceed the total budget. The 25% was approved by the State Board of Education on June 26, 2014.
- All expenditures are subject to the program specific requirements of the Federal funds.
- Itemized invoices are required.
- Claims and supporting documentation are only accepted through the Grants Management System (GMS) on Single Sign-On.
- Copies of purchase orders are not required unless used as a contract.
- Images of checks are strongly discouraged.
- Zero dollar claims are not required.
- Claims should account for all twelve months starting with July.
- Claims begin on the first day of the month and end on the last day of the month.
- Date range entered in GMS must match the date range on the uploaded Summary and Detailed Expenditure Reports.
- Claims must be signed by the local board of education approved authorized official who is legally authorized to bind the local education agency.
- At least one claim should be filed by November for each federal program.
 - LEAs that have not filed a claim by November will be contacted.

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Step 1

Creating a Detailed and a Summary Expenditure Report

Function, Object and Site Codes

- Function Codes
 - Four digits
 - Describes the activity being performed for which a service or object is acquired
- Object Codes
 - Three digits
 - Describes the service or goods obtained
- Site Codes
 - Three digits
 - Identifies the specific school site students are served from
- Function/Object/Site Codes must align with the expenditure description

Detailed and Summary Expenditure Reports

- A detailed and summary expenditure report must be uploaded with each claim.
- A sample can be found within the Joint Federal Programs Procedures.
- These reports **must** follow the format provided by OCAS.
- All expenditures **must** be coded using the correct OCAS codes.
- Expenditures included on these reports may require supporting documentation.
- These reports, and all supporting documentation, should be maintained by the organization for a minimum of 5-years following the end of the grant period.
- A complete inventory of all items purchased with these federal funds must be maintained and all items must be labeled as purchased with these federal funds.

Detailed Expenditure Reports

- Generated from the organization accounting system
- Contains the header as shown on the sample
- Signed by the authorized representative
- Each itemized expense, coded to the ones place value

Detailed Expenditure Report Coding Examples

- Listed in numerical order by the function code, object code and site code
 - 1000-1**39**-115 – instructional - non-certified (at site 115)
 - 1000-1**39**-505 – instructional - non-certified (at site 505)
 - 1000-1**49**-115 – instructional – certified (at site 115)
 - 1000-1**49**-505 – instructional – certified (at site 505)
 - 1000-2**31**-115 – instructional – FICA (at site 115)
 - 1000-2**32**-115 – instructional – Medicare (at site 115)
 - 1000-3**20**-115 – instructional - professional education services (at site 115)
 - 2212-1**49**-115 – instructional and curriculum development – certified (at site 115)
 - 2212-2**31**-115 – instructional and curriculum development – FICA (at site 115)

Sample Summary Expenditure Reports

ENTER ESSER AS or SUMMER
SUMMARY EXPENDITURE REPORT

CODE: **00** **0000** Fund: 11
 County District
 County: **ENTER COUNTY** District: **ENTER DISTRICT/ORG NAME** FY 2022
 Project No: **ENTER 559 or 558** Amount of Approved (budgeted) Project Budgeted
 Name: **ENTER ESSER AS or Summer** **00,000.00**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. I am aware that false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. 2 CFR 200.415

Signature _____ Date: ____/____/____
 (Chief Executive Officer / Authorized Representative)

Reporting Period **01/01/2022 thru 01/31/2022** Beginning Approved (budgeted) Balance **48,034.82**

Function Description	Object Description	Func Code	Object Code	Site Code	Amount Paid
INSTRUCTIONAL SERVICES	PERS SVC-SALARIES	2212	100	050	1,333.33
INSTRUCTIONAL SERVICES	PERS SVC-EMPL BFTS	2212	200	050	451.82
INSTRUCTIONAL SERVICES	SUPPLIES & MATERIALS	1000	600	505	17.85
Total (of all pages)					1,803.00
ENDING APPROVED BALANCE					46,231.82

Summary Expenditure Report

- Generated from the organization accounting system
- Contains the header as shown on the sample
- Signed by the authorized representative
- Provides a total per function, object code and site code
 - **Example Site 115:** 1000-139-115 + 1000-149-115 + 1000-193-115 = **1000-100-115**
 - **Example Site 505:** 1000-139-505 + 1000-149-505 + 1000-193-505 = **1000-100-505**

Summary Expenditure Coding Examples

- Listed in numerical order by the function code, object code and site code
 - 1000-**100**-(site 1) – total of instructional salaries at site 1
 - 1000-**100**-(site 2) – total of instructional salaries at site 2
 - 1000-**200**-(site 1) – total of instructional employee benefits at site 1
 - 1000-**200**-(site 2) – total of instructional employee benefits at site 2
 - 1000-**300**-(site) – total of instructional contracted services
 - 1000-**600**-(site) – total of instructional supplies
 - 2212-**100**-(site) – total of instructional and curriculum development salaries
 - 2212-**200**-(site) – total of instructional and curriculum development benefits

Date Ranges

- Claims should begin on the first day of the month and end on the last day of the month and cannot be submitted more than 10 days prior to the end of the month.
- Date ranges entered in the GMS must match the date ranges on the uploaded Summary and Detailed Expenditure Reports.
- Zero dollar claims are not required. Grantees are encouraged to combine multiple months within a single claim instead of submitting zero dollar claims.
- Only one claim can be submitted at a time (prior claim will need to be paid before submitting the next claim).

Step 2

Following the OCAS Coding Guidelines and Supporting Documentation

Object Code 100

Personnel Services

- 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
- Instructional/Site Coordinator Professional Development is coded to 2213-100s
- State and Federal Relations Personnel are coded to 2330-100s
- State and Federal Relations Professional Development is coded to 2573-100s
- Bus Drivers who are grant specific are coded to 2720-100's
- Note: School districts must list all personnel correctly in School Personnel Records

Object Code 100

Certified/Non-Certified and Stipends

- **139(certified)/149(non-certified)** - personnel who are not otherwise contracted with the district/organization and are paid hourly to work afterschool hours
- **170(certified)/180(non-certified)** - stipends for afterschool-specific professional development/training/meeting that occurs outside of the program and school day contracted time and are coded as for instructional personnel
- **192(certified)/193(non-certified)** - personnel who are also under contract to teach or work within the district/organization during the school day are considered to work extra-duty for the grant

Object Code 100

In-State Travel Expenses

- Per Internal Revenue Service statute, expenses associated with one-day travel, such as meal reimbursements when staff attend professional learning, must be coded as income.
- **115/125** - Salary in Lieu of Other Fringe Benefits
 - Expenses for instructional staff, such as 1000 or 2212
 - Code to 2213-115(certified)/-125(non-certified)
 - Expenses for non-instructional staff, such as 2194 or 2330
 - Code to 2573-115(certified)/-125(non-certified)

Object Code 100

Supporting Documentation

- Stipends
 - Agenda or Registration
 - Sign-in Form
- In-State Travel
 - Agenda or Registration
- Periodic time and effort and payroll summaries, upon request

Object Code 200 Benefits (and taxes)

- All claimed salaries paid under object code 100 should have corresponding benefits (and taxes) claimed under object code 200.
- Refer to the OCAS manual for a detailed listing of each code for taxes and benefits.
- Supporting documentation only required upon request.

Object Codes 300

Contracted Services

- **320** - Professional Education Services Contracts
 - Services provided by personnel not on district/organization payroll, which may include outside instructors, presenters, and staffing/transportation partners.
- **359** - Professional Employee Training and Development Services
 - Services supporting the professional development of personnel.

Object Codes 300

Supporting Documentation

- A copy of each contract or purchase order (if purchase order is used as contract) must be uploaded within the supporting documents tab of the budget.
- Additional documentation may be required to verify alignment with the scope of grant application.
- Authorized representative must sign and date contracts and purchase orders.
- Contracts must include a description of services/scope, dates and hours of service, number of students served, fee (set fee or per student).

Object Code 500

In-State/Out-of-State Travel

- Overnight staff travel expenses
 - 2213-**580** for (1000 & 2212) Instructional
 - 2573-**580** for (2194 & 2330) Non-Instructional staff
- Local mileage for grant director/site coordinator 2212-**580**

- Note: Per Internal Revenue Service statute, expenses associated with one-day travel, such as meal reimbursements when staff attend professional learning, must be coded as income - see Object Code 100.

Object Code 500

Supporting Documentation

A conference **registration invoice** (confirmation of registration) must be attached to **all** claims containing any staff travel expenses or fees.

- The registration invoice must have the name and dates of the conference/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, zero dollar hotel receipts, meals, parking, taxi, etc.
- Please see Object Code 800 for more information on registration invoices.

Object Code 500

Travel Policy Documentation

- All organizations must have a board approved travel policy that follows IRS statutes for business travel.
- Expenditures in this object code may not exceed the approved policy or federal guidelines.
- To learn more about approved federal guidelines for travel visit –
GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Organizations must maintain all supporting documentation for review during monitoring or per request during claims review.

Object Code 500

Additional Travel Considerations

- If necessary, the registration, airfare, and hotel deposit 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 must be uploaded within each claim containing any related travel expenses.

Object Code 600 Supplies

- 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.
- Most common codes
 - **619** – General Supplies
 - **641** – Books
 - **623/625** – Diesel/Gasoline
 - **653** – Supplies-Technology Related

Object Code 600

Supporting Documentation

- Itemized invoices/receipts are required for all purchases within this object code.
- Any invoices/receipts that contain food items, must be accompanied by a lesson plan that clearly outlines the learning objectives.
- All invoices/receipts must be signed and dated to indicate receipt in the program.
- Additional documentation will be required for bus fuel.

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 invoice and receipts for the total amount of fuel purchased, even if used over multiple programs and exceeds the reimbursement claim.
- Bus fuel is coded as 2740-**623**(Diesel)/-**625**(Gasoline).

Object Code 600

Sample Bus Fuel

ESSER AS/Summer School bus fuel

Date : March 1, 2022 - March 31, 2022 Site 105

Date	Route	Miles Driven	Miles/Gallon	Total Gallon	Cost/Gallon	Cost
1-Mar	1	51	6	8.5	\$4.25	\$36.13
1-Mar	2	25	6	4.17	\$4.25	\$17.71
Total						\$53.83

Field Trip bus fuel

Date	Trip To	Miles Driven	Miles/Gallon	Total Gallon	Cost/Gallon	Cost
			6	0	\$2.76	\$0.00
			6	0	\$2.76	\$0.00
			6	0	\$2.76	\$0.00
			6	0	\$2.76	\$0.00
Total						\$0.00

Total Fuel Cost **\$53.83**

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

Object Code 800

Student Entrance Fees & Registrations

- **810** – Dues and Fees
 - Entrance fees for educational field trips or entrance into educational competitions are coded to 1000-810.
- **860** – Staff Registration
 - Registration for instructional staff (1000 and 2212) are coded to 2213-860
 - Registration for non-instructional staff (2194 and 2330) are coded to 2573-860

Object Code 800

Supporting Documentation

- Field Trips and Educational Dues and Fees must be accompanied by a lesson plan that documents the learning objectives and clearly illustrates how the experience was necessary to reach the learning objectives.
- A registration invoice must be attached to all claims containing staff travel expenses or fees.
- The registration invoice must contain the name and dates of the professional learning (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.

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 and no supporting documentation is required unless specifically requested during the claim review process.

Other Common Codes

- 2571-540 - Advertising costs for personnel recruitment
- 2571-810 - Background check expenses
- 1000-550 - Instructional printing
- 2530-550 - Administrative printing
- 2740 - Contracted services for **student transportation**
 - 2740-511 if student transportation service is provided by another district
 - 2740-513 if student transportation service is provided by an outside agency
- 2740-440 - Rentals of buses/vehicles not owned by the district or organization, but operated by district/organization personnel for **student transportation**

Step 4

Creating a Claim in the Grants Management System (GMS)

Grants Management System (GMS)

- Claims for reimbursement and supporting documentation will only be accepted through the Grants Management System (GMS).
- Only the authorized representative may submit claims for reimbursement. This is usually the superintendent of a school district or executive director of a community-based organization.
- The authorized representative is able to grant data entry or view-only security access to GMS for other individuals to assist with claim preparation.
- In order to ensure successful implementation of the federal award, the grant director must have, at minimum, access to view the original grant application, budget, and claims in GMS.

Navigating the GMS

Helpful tips for navigating the GMS to prevent error messages:

- 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.

Log-in from Single Sign On
<https://sdweb01.sde.ok.gov/SSO2/Signin.aspx>

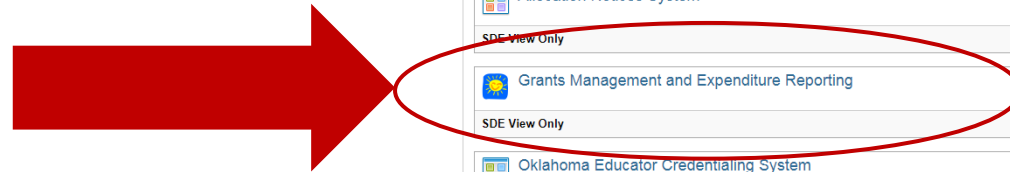
OKLAHOMA State Department of Education Single Sign On
Welcome Jasmine Bigler - Sign Out

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

Click on Grants Management and Expenditure Reporting



Menu List

Select GMS Access/Select for Grant Applications

Administrative

[21st Century Monitoring](#)

[Special Education Compliance](#)

[GMS Access / Select](#)

[Funded Applications](#)

[Non-Funded Data Collections](#)



Click GMS Access / Select

To report an error or for technical assistance with GMS, contact:

Federal Programs - Email: Nancy.Hughes@sde.ok.gov

Special Education - Email: Karen.Howard@sde.ok.gov

School Support - Email: Zada.Sery@sde.ok.gov

21st Century - Email: Sonia.Johnson@sde.ok.gov

Competitive - Email: Shelly.Perkins@sde.ok.gov

GMS Access Select

Select Fiscal Year: 2022

[Click to view Funding Summary](#)

[Allocation Notices](#)

Created

Consolidated Plan

Application Name	Revision	Status	Date	Actions			
Assurances	Amendment 1	Final Approved	2/22/2022	Open	Amend	Review	Delete Applica

Expanded Learning

Application Name	Revision	Status	Date	Actions				
21st Century Competitive								
21st CCLC FPO 553	Original Application	Not Submitted		Open	Amend	Review	Payments	Delete Applica
21st CCLC FPO 554	Amendment 1	Final Approved	1/7/2022	Open	Amend	Review	Payments	Delete Applica
ESSER Afterschool and Summer Learning	Original Application	Final Approved	10/7/2021	Open	Amend	Review	Payments	Delete Applica
ESSER Afterschool and Summer Learning Competitive								

IDEA


Click Payments

[View Summary Expenditure / Closeout Reports](#)

Click View Summary Expenditure/Closeout Reports

FY2022 Expenditure/Payment Summary as of 3/28/2022

	TitleIVB_FPO	
Current Grant Year Allocation	\$103,544.80	← Current Year Allocation
(+/-) Adjustments	\$15,531.72	← Carryover Allocation
(+/-) Consortiums	\$0.00	
(+/-) Transfers	\$0.00	
Total Funds to be Budgeted at Beginning of FY2022	\$119,076.52	
Approved Budget	\$119,076.52	
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	\$29,998.76	
Total (click hyperlink to see Payment Details)	\$29,998.76	
Remaining Balance of Expenditure Reports / Claims		
Auto-Scheduled	\$0.00	
Summary Expenditure Reports	\$89,077.76	
Released or Carried Over to next year	\$0.00	
Total	\$89,077.76	← Remaining Funds
Final Closeout Status		

Applicant:

Application:

Application Due Date:

Project Period: 7/1/2021 - 6/30/2022

[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

Program
ESSERAfter_Summer
Afterschool_ESSER
NEW-TE Summer_ESSER

Click drop down and select
Afterschool ESSER or
Summer ESSER



Applicant:
Application:
Application Due Date:

Project Period: 7/1/2021 - 6/30/2022

[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 Create New Request

Program 2021-2022

Summary Expenditure Reports:

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

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 6	5/16/2022		\$0.00			Not Submitted	
<input type="checkbox"/>	Summary Expenditure Report 5	1/26/2022	1/1/2022 - 1/31/2022	\$14,141.57	1/26/2022	2/7/2022	Approved	2/7/2022
<input type="checkbox"/>	Summary Expenditure Report 4	1/4/2022	12/1/2021 - 12/31/2021	\$15,324.36	1/4/2022	1/10/2022	Approved	1/10/2022
<input type="checkbox"/>	Summary Expenditure Report 3	12/1/2021	11/1/2021 - 11/30/2021	\$14,234.95	12/9/2021	12/13/2021	Approved	12/13/2021
<input type="checkbox"/>	Summary Expenditure Report 2	10/29/2021	10/1/2021 - 10/31/2021	\$14,440.16	10/29/2021	11/8/2021	Approved	11/8/2021
<input type="checkbox"/>	Summary Expenditure Report 1	10/8/2021	7/1/2021 - 9/30/2021	\$2,587.35	10/8/2021	10/21/2021	Approved	10/21/2021

Enter date range

Payment Tracking Number 68-I00-203001
Expenditures from to Enter as MM/DD/YYYY

At the outset of the 2022 year, your LEA provided the following information:

DUNS #

UEI #

CCR Expiration Date

New SAM Expiration Date (if required)

[Click here to access SAM for Expiration Date Information](#)

Check UEI # Expiration Date

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.

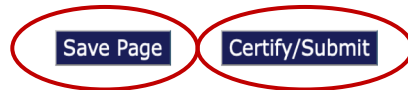
RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$333,027.59		
Approved Budget	\$333,027.59	TitleIVB_FPO	\$120,185.81
Amount Paid To Date	\$120,185.81	Total	\$120,185.81
Expenses To Date	\$0.00		
Balance Due LEA	\$0		
Funds on Hand	\$120,185.81		

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

Attach Summary/Detailed Reports and supporting documents

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 then Certify/Submit

Uploads in the GMS

- Uploads must be saved as PDF documents
- File names must not contain any special characters (!@#\$%^&()<>?.)
- Each claim must include the following uploads:
 - Detailed and Summary Expenditure Reports
 - Supporting documentation organized in the order of the Detailed Expenditure Report

Reminders, Important Dates, and Resources

Expenditure

- Expenditures must be **reasonable, necessary, allocable, and properly documented**.
- All expenditures must match approved program activities and follow the scope of the grant.
- Costs must be directly linked to the size and scope of the program.
- Expenditures must be grant specific and comply with grant guidance <https://sde.ok.gov/expanded-learning-grant-guidance>.

Organization Credit Card

- A credit card is form of payment not a vendor.
- Expenditure reports that include reimbursements for credit card purchases must include the vendor name.
 - Examples: HILTON/VISA; VISA/AMERICAN AIRLINES; Walmart/Mastercard
- Warrant date is the date the credit card is paid, not the date of purchase.
 - Susan goes to Walmart and buys glue on May 15 using an organization credit card.
 - Sally pays the credit card bill on June 15 via check/warrant.
 - This expenditure would be included on the June request for reimbursement.

Before Submitting

Before submitting double check the following:

- Invoices and receipts are signed and dated by the appropriate team member
- Summary and Detailed Expenditure Reports are signed and dated by the authorized representative
- Review date ranges, coding, and expenditure and total amounts between the Grants Management System and the attached Summary and Detailed Expenditure Reports

Returned Claims

A returned claim ensures accuracy for audits and closeout.

- Do not delete originally submitted claim that has been returned or any previously uploaded documents.
- Read all notes to provide any needed corrections or additional documentation.
- Revise the returned claim, making sure that any corrections also match the details entered in the GMS.
- If adding or revising attachments, note this in the file name - ex: rev 3-12-22.
- Promptly resubmit your claim back to OSDE to ensure timely payment.
- Make sure the information in the contact tab is up to date, if we need to reach you with questions.
- Call or email the office with questions or concerns.

Important Dates to Note

- **November** - First claim should be submitted.
- **June 1** - Last day to file a payable claim with OSDE, to guarantee payment by June 30.
- **June 30** - Last day to encumber funds for the fiscal year.
- **August 1** - Last day to file a payable claim with OSDE for the **Fiscal Year**.
 - Oklahoma Administrative Code does not allow for late claim submissions.
 - Payment of late claims submitted after August 1 is subject to the approval of the State Board of Education.
- **September 1** - Final Fiscal Year Closeout procedures must be completed.

For Further Information

For more information, resources, tutorials, and FAQ's, please refer to:

- Expanded Learning website - <https://sde.ok.gov/expanded-learning>
- Grant Guidance - <https://sde.ok.gov/expanded-learning-grant-guidance>
- Financial resources – <https://sde.ok.gov/expanded-learning-budgets-claims>
- The OCAS manual – <https://sde.ok.gov/sde/financial-accounting>

Contact Information

Oklahoma State Department of Education
2500 N. Lincoln Blvd., Rm. 414
Oklahoma City, OK. 73105
(405) 522-6225
<https://sde.ok.gov/expanded-learning>