

DID YOU KNOW THAT GRANTS HAVE DIFFERENT TIME FRAMES IN WHICH TO ENCUMBER FUNDS, RECEIVE GOODS AND MERCHANDISE OR INCUR SALARIES?

- Each grant has a specific liquidation period in which all purchase orders must be paid in order to obtain reimbursement from the funding agency.
- Every purchase order issued by the Purchasing Department reinforces the requirement by printing the last acceptable delivery date (grant end date), and the date of cancellation (grant's liquidation date) on the original purchase order.

DID YOU KNOW A REMINDER NOTICE IS SENT TO EACH UNIT HEAD AND THE VENDOR SIXTY DAYS BEFORE CANCELLATION?

- Each unit should review the identified purchase orders and ensure that if delivery has occurred, the purchase order has been fully receipted and the vendor has followed CPS Purchasing procedures and has sent an invoice to the Accounts Payable lockbox.

DID YOU KNOW THAT IN THE EVENT THAT YOUR UNIT HAS RECEIVED GOODS/SERVICES AND THE CENTRAL OFFICE HAS CANCELLED YOUR PURCHASE ORDER YOU WILL NEED TO DO THE FOLLOWING:

- Return the goods to the vendor, or
- Pay for the goods and services from the school's internal accounts or State Chapter I discretionary funds, if allowable.

DID YOU KNOW THAT THIS POLICY IS AUGMENTED BY CONTROLS IN THE PURCHASING SYSTEM?

- No purchase order can be created before the start date of a grant.
- No purchase order can be created after the end date of a grant.
- No purchase order can be matched by Accounts Payable after the liquidation date of a grant.

HAVE YOU EVER SEEN A PURCHASE ORDER WITH A "G" AT THE END OF IT?

All governmental grant funded purchase orders have a "G" at the end of the purchase order. Vendors are required to identify the originating purchase order on each invoice that is mailed to Accounts Payable. This allows Accounts Payable to identify time sensitive grant funded invoices (purchase orders with a "G") and prioritize the invoice for processing in order to ensure that CPS receives reimbursement.

**PEAK TIMES ARE
JULY THROUGH NOVEMBER**

