



2009-10 TECH PREP GRANT APPLICATION AND REIMBURSEMENT PROCEDURES

- The Grant Application is mailed to the CAPER Coordinator:
Harvey L. Crone
CAPER Coordinator
J. Sargeant Reynolds Community College
P. O. Box 85622
Richmond, VA 23285-5622

- Following approval, an award letter is sent via e-mail to the college/school contact. Reimbursement procedures and all forms needing to be completed and submitted are located on the CAPER Web site: <http://www.reynolds.edu/techprep/grantinformation.htm>.
The forms are:
 - Reimbursement Procedures
 - CAPER (or School Division) Invoice
 - Evaluation Summary Report
 - Conference Summary

- The college/school expends funds and **SAVES RECEIPTS.**

- **Schools are requested to first pay all expenses** related to the grant activities and then submit the **CAPER Invoice with an original signature** for the amount to be reimbursed (attaching a copy of the Expenditure Voucher/Invoice/Receipts/ that includes description of items/services) and a copy of school check(s) that indicates payment being made. Again, the CAPER Invoice must include an original signature. **The completed forms with receipts/invoices are to be mailed to Harvey Crone at the above address. All Grant reimbursement request forms (Invoice & Evaluation or Conference Summary) must be received on or before May 7, 2010.**

- Fax copies are NOT acceptable to be submitted for payment by CAPER.**

- The CAPER Coordinator completes the JSRCC Internal Purchase Requisition (IPR) form.

- The Internal Purchase Requisition (IPR) and **CAPER (OR SCHOOL DIVISION) INVOICE** with receipts will be sent to the JSRCC Federal Funds Accountant for approval and submission to the VCCS for funding.

- JSRCC Federal Funds Accountant will mail the reimbursement check to the college/school division.