

CONNECTING ACADEMICS TO THE REAL WORLD!



21st Century

OKLAHOMA 21ST CENTURY
COMMUNITY LEARNING CENTERS

Fiscal Management

Overview

- OSDE 21st CCLC Fiscal Management
 - Preparing Your Budget
 - Creating a New Budget
 - Director Access to Information
 - Creating an Amendment or New Claim
 - Claims
 - Transportation
 - Travel
 - Credit Cards

Preparing Your Budget

- Step 1 – Review your original grant application
- Step 2 – Review your previous fiscal year close-out report for an overview of your previous year actual expenditures
- Step 3 – Meet with your team to plan your year
 - Professional Development and Travel
 - Field Trips
 - Special Project Supplies
 - Contracted Services
- Step 4 – Review the OCAS Manual and 21st CCLC Quick Reference Sheet for coding requirements

Preparing Your Budget

- Staff salaries plus benefits (100 & 200)
 - Show details in your description
 - # staff × total hours of operation × rate of pay
 - The program director may be coded to 2212
 - In order to maintain appropriate staff/student ratios we estimate that salaries and benefits will consume 60% - 75% of annual allocation
 - Program attendance should drive your staffing level
- Contracted services (300)
 - May include outside instructors, presenters, staffing/transportation partners
 - External assessors
 - ONLY for 2nd and 3rd year grantees
 - \$500 per site

Preparing Your Budget

- Staff travel (500 & 800)
 - Consider the requirement for program leaders to attend a national afterschool-specific training
 - Approved national trainings are located on the 21st CCLC website
 - All district/organization travel policies and IRS statutes for travel apply
- Program Quality Assessment (PQA) box sets (600)
 - One per site (determined by county-district site codes listed in grant)
 - Make sure these are appropriate grade levels when you order them
- Program Supplies (600)
 - Be as descriptive as possible and note any shared costs
 - Technology and curricula with an acquisition cost under \$5,000
- Bus fuel (2740-600)
 - Total route miles ÷ miles to the gallon × average price per gallon of gas

Preparing Your Budget

- Equipment and Capital Expenditures (700)
 - Items with an acquisition cost of \$5,000 or more, and a life span of greater than one year.
 - Technology, curricula, kits, etc.
 - Wiring, installation, etc. are not reimbursable
- Background Checks (2571-800)
 - ALL staff not previously approved through the school MUST have a current background check.

Creating a New Budget

- To prevent error messages or being logged out of the Grants Management System (GMS)
 - Never use the back button
 - Do not double-click
 - Click slowly through the system

Creating a New Budget

The screenshot shows a web browser window with the URL <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>. The browser's address bar and tabs are visible at the top. The page header features the Oklahoma State Department of Education logo on the left and the text "Single Sign On 2" on the right. A left-hand navigation menu includes links for "Home / Applications", "About This Site", "Links And Docs", and "Sign In". The main content area contains a welcome message, a warning about account recovery, and a sign-in form with fields for "Username:" and "Password:", and a "Sign In" button. Below the form are three links for new users and account recovery: "Are you a new user? Click here to create an account.", "Username problems? Click here to recover your username.", and "Password problems? Click here to recover your password."

Single Sign On - Sign In to x

← → ↻ 🏠 🔒 <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx> 🔑 ⭐ 📡 📺 📺 📺 📺 ☰

21st Century Comm... Single Sign On - Sig... Work

OKLAHOMA
State Department of Education

Single Sign On 2

🏠 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.

Creating a New Budget

The screenshot shows a web browser window with the URL <https://sdeweb01.sde.ok.gov/SSO2/>. The page header includes the Oklahoma State Department of Education logo and the text "Single Sign On 2 Welcome · Sign Out". A navigation menu on the left contains links for "Home / Applications", "Your Account", "About This Site", "Links And Docs", and "Sign Out". The main content area is titled "Home / Applications" and "Applications" with the subtitle "These are your current applications". A list of applications is displayed, with the second item, "Grants Management and Expenditure Reporting", highlighted in blue. A red arrow points to the "SDE Administrator" text below this application. A text box on the right contains the instruction: "Select the Grants Management and Expenditure Reporting (or GMS – Grants Management System)".

Single Sign On - Home / / x 21st Century Community x

← → ↻ 🏠 <https://sdeweb01.sde.ok.gov/SSO2/> ☆ ☰

21st Century Comm... Single Sign On - Sig... Work

OKLAHOMA
State Department of Education

Single Sign On 2
Welcome · Sign Out

🏠 Home / Applications
👤 Your Account
📄 About This Site
📁 Links And Docs
🔄 Sign Out

Home / Applications

Applications These are your current applications

SDE Administrator

 **Grants Management and Expenditure Reporting**

SDE Administrator

SDE Administrator

SDE Administrator

SDE Administrator

Select the Grants Management and Expenditure Reporting (or GMS – Grants Management System)

Creating a New Budget

The screenshot shows a web browser window with the URL <https://egrantsweb.sde.ok.gov/OSDEGMSWebv02/StaticPages/MenuList.aspx>. The page features the Oklahoma State Department of Education logo and the text "OKLAHOMA STATE DEPARTMENT OF EDUCATION". Below the logo, a message states: "You have been granted access to the forms below by your Security Administrator". A menu list is displayed with the following categories and items:

- Applicant Administrative functions**
 - Administrative Web Pages
 - Reports
- Competitive Grants**
 - 21st Century
 - 21st Century Funded Projects Only** (highlighted with a red circle and arrow)
 - Math-Science Partnership
 - Math-Science Partnership - Project 544
 - Title X-C - Homeless
- Ed-Jobs**
 - Ed-Jobs
 - Ed Jobs REAC3H COACHES
- IDEA**
 - Assurances
 - Enriching Childrens Communications Opportunities
 - IDEA Consolidated Application
 - LEA Agreement
 - Systems of Care - Project 613

In the top right corner, there are links for "Sign Out" and "Instruction".

Select "21st Century Funded Projects Only"

Creating a New Budget

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant:

Application Select - 21st Century Funded Projects Only [Click for Instructions](#)

Year: 2014 [Create Application](#)

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Create Amendment](#) [Delete Application/Amendment](#)
[Review Summary](#) [Payments](#)

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
2012-2013					
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 5	07-01-2013	07-12-2013	Final Approved	07-12-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 4	05-23-2013	05-29-2013	Final Approved	05-29-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 3	04-10-2013	04-15-2013	Final Approved	04-15-2013
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 2	12-03-2012	12-03-2012	Final Approved	12-03-2012
<input type="checkbox"/>	13-TitleIVB_FPO-00 Amendment 1	11-05-2012	11-18-2012	Final Approved	11-18-2012
<input type="checkbox"/>	13-TitleIVB_FPO-00 Original Application	10-24-2012	10-24-2012	Final Approved	10-24-2012

PRODD user ID:

local intranet | Protected Mode: Off 100% 5:29 PM 10/15/2013

Creating a New Budget

Applicant: [redacted]
Application: 2013-2014 21st Century Funded Projects Only - 00
Cycle: Original Application

21st Century Funded Projects Only ▾
Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview | Contact Information | **Budget** | Assurances | Submit | Application History | Page Lock Control | Application Print

21st Century - Funded Projects Only - Overview

Program: 21st Century - Funded Projects Only

Purpose: Applicants who received awards in prior years will complete this application for FY14. It contains the Budgeting / Justification processes related to how FY14 funds will be expended. This application should ONLY be used by LEAs who have been informed they have received an award under the 21st Century Program. Budgeting of funds should be consistent with the Budget Summary submitted on the Competitive application that resulted in the award.

Funding Period: July 1, 2013 through June 30, 2014.

OSDE Contact: OSDE Parent and Community Engagement Office. (405)522-6225

PRODvm user ID: [redacted]

Contact Us

Select the "Budget" tab

Use this tiny menu to navigate back through the GMS instead of using the "Back" button on your browser.

Creating a New Budget


OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: [Redacted]
Application Cycle: 2013-2014 21st Century Funded Projects Only - 00 Original Application

21st Century Funded Projects Only
[Printer-Friendly](#)
[Click to Return to Organization Select](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

Overview | Contact Information | **Budget** | Assurances | Submit | Application History | Page Lock Control | Application Print

Allocations | Budget Detail | Budget Summary

Allocations Instructions

	TitleIVB FPO
Current Year Funds	
Allocation	\$150,000.00
ReAllocated (+)	\$0.00
Released (-)	\$0.00
Total Current Year Funds	\$150,000.00
Prior Year(s) Funds	
Rollover (+)	\$19,018.55
ReAllocated (+)	\$0.00
Total Prior Year(s) Funds	\$19,018.55
Sub Total	\$169,018.55
Multi-District	
Transfer In (+)	\$0.00
Transfer Out (-)	\$0.00
Administrative Agent	
Adjusted Sub Total	\$169,018.55

Funds not applied for
(Select the boxes below ONLY if the LEA is electing to release its Title funds back to OSDE to be reallocated to other LEA's.)

Current Year Funds
Prior Year Funds

This year's allocation → \$150,000.00

Carryover balance → \$19,018.55

Total. This is what you will work with in your budget. → \$169,018.55

Creating a New Budget



OKLAHOMA ON

Applicant: [Redacted]
Application Cycle: 2013-2014 21st Century Funded Projects Only - 00 Original Application

21st Century Funded Projects Only ▾
[Printer-Friendly](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

Click on "Budget Detail" to begin filling out your budget.

Budget Detail

Budget Detail By Site Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary.

[Description of Function Codes and Object Codes \(OCAS\)](#)

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100	200	300	400	500	600	700	800	Indirect Cost
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by "000"

Site:

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken, if no transfer to the CAC is made, and no Property is budgeted will be

Determining Maximum Indirect Cost allowed

Creating a New Budget

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
1000 ▼	100 ▼	12 teachers (elementary and middle school) 120 days X 2 hrs/day X 20/hr (afternoon) 6 teachers (elementary and middle school) 120 days X 1hr/day x 20/hr (morning) 12 teachers (elementary and middle school) 20 days x 5 hr/day x 20/hr (summer)	96000.00	<input type="checkbox"/>
1000 ▼	100 ▼	2 morning lead teachers (1 elementary/ 1 middle school) 2 afternoon lead teachers (1 elementary/1 middle school) 2 summer school lead teachers (1 elementary/ 1 middle)	24500.00	<input type="checkbox"/>
1000 ▼	100 ▼	3 assistants (elementary and middle school) \$10/hr X 120 days X 2 hrs/day (allowing for overtime pay)	10800.00	<input type="checkbox"/>
2213 ▼	100 ▼	Substitute pay - 4 days of trainingX10 teachers/ \$60 day	2400.00	<input type="checkbox"/>
2330 ▼	100 ▼	Salary - Program Director (\$10,000) - Claims personnel, Payroll personnel - Encumbrance Clerk - \$X20/hr x 12 months	15760.00	<input type="checkbox"/>
2620 ▼	100 ▼	Custodian - 1 hr day x 120 days x 10 Summer Custodian 1 hr day x 20 days x 10	2800.00	<input type="checkbox"/>
2720	100 ▼	Bus Driver Salary - 120 days x 2 drivers x \$15 Summer drivers 20 days x morning/afternoon x 2 drivers x 15 Field Trips - Summer - 4 trips X 2 drivers x \$50 trip	5200.00	<input type="checkbox"/>

Creating a New Budget

1000 ▾	300 ▾	Presentations for summer program - Pottery and basket weaving	1330.00	<input type="checkbox"/>
1000 ▾	500 ▾	Printing of brochures and newsletters - 1000/month x 7 months @ .03	0.00	<input type="checkbox"/>
2213 ▾	500 ▾	Travel for state, regional, and national professional development	3710.94	<input type="checkbox"/>
2573 ▾	500 ▾	Travel for national conference - program director	1161.16	<input type="checkbox"/>
1000 ▾	600 ▾	Fitness Supplies - Includes Archery, Wii, Balls, etc \$4000 Music Supplies - Drumming, instrumental unit - \$500 Video/Picture Production Unit - \$5,000 Robotics Unit - Vex Units and Legos Units - \$4000 Family Nighs - 6 @ \$100 = \$600 General Supplies - Tape, Paper/ Pencils, etc - Cooking Supplies - Gardening Supplies - Inside Board Games - Duct Tape Art - \$3000 2 computers, 2 Projectors and 1 smartboard (Shared Cost at 70%) \$3500	26693.90	<input type="checkbox"/>
2544 ▾	600 ▾	Evaluation supplies - Includes Box Set	400.00	<input type="checkbox"/>
2740	600 ▾	Vehicle Fuel - 30 miles/day X 120 days /5 mpg x 3.10/Gallon	2232.00	<input type="checkbox"/>
1000 ▾	700 ▾	2 Ipad air stations - Includes 25 iPads and docking station (shared cost at 50%)	14484.00	<input type="checkbox"/>
1000 ▾	800 ▾	Field Trips - Summer - 150 students @ \$10	2110.00	<input type="checkbox"/>
2213 ▾	800 ▾	Registration fees for professional development	920.00	<input type="checkbox"/>

Creating a New Budget

Fitness Supplies - Includes Archery, Wii, Balls, etc \$4000

Music Supplies - Drumming, instrumental unit - \$500

Video/Picture Production Unit - \$5,000

Robotics Unit - Vex Units and Legos Units - \$4000

Family Nighs - 6 @ \$100 = \$600

General Supplies - Tape, Paper/ Pencils, etc - Cooking Supplies - Gardening Supplies - Inside Board Games - Duct Tape Art - \$3000

2 computers, 2 Projectors and 1 smartboard (Shared Cost at 70%) \$3500

Creating a New Budget


OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: [Redacted]
Application Cycle: 2013-2014 21st Century Funded Projects Only - 00 Original Application

21st Century Funded Projects Only ▾
[Printer-Friendly](#)
[Display Changes](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

Navigation: Overview | Contact Information | **Budget** | Assurances | Submit | Application History | Page Lock Control | Application Print

Sub-Menu: Allocations | Budget Detail | **Budget Summary**

Budget Summary (Read Only)

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Other Services	600 - Supplemental Instruction Materials	700 - Property	800 - Other Objects	TOTAL
1000	Instruction									
2213	Instructional Staff Training Services									
2330	State and Federal Relations Services									
2530	Printing, Publishing, and Duplicating Services									
2544	Evaluation Services									
2571	Recruitment and Placement Services									
2573	Non Instructional Staff Development									
2620	Operation of Buildings Services									
2720	Vehicle Operation Services									
2740	Vehicle Servicing and Maintenance Services									
3120	Food Preparation and Dispensing Services									
2190	Other Support Services - Student									
Subtotal										
Total Budget										

What you enter in the Budget Detail will automatically fill in on the "Budget Summary" page.

Creating a New Budget

Applicant: [Redacted]

Application Cycle: 2013-2014 21st Century Funded Projects Only - 00 Original Application

21st Century Funded Projects Only

Printer-Friendly
Click to Return to Organization Select
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview | Contact Information | Budget | Assurances | Submit | Application History | Page Lock Control | Application Print

General Assurances | Program Evaluation | Assurance Agreement

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

The recipient hereby assures that:

1. Primarily target students who attend schools eligible for Title I schoolwide programs under Section 1114 and the families of such students;
2. Provide a safe and easily accessible facility and will comply with the Uniform Federal Accessibility Standards to ensure that facilities comply with the Architectural Act of 1973 (the Rehabilitation Act), 29 U.S.C. 792;
3. Offer a sliding scale of fees and scholarships (if fees are charged) to make the program available to all families regardless of their financial situation. Income coll
4. Allocate funds to support program representatives to participate in state, regional (multistate), and national training opportunities;
5. Participate in evaluations conducted by state or federal officials, and agree to cooperate with technical-assistance teams, and to host site visits as requested;
6. Share pertinent student data required for the evaluation components between the applicant and partners;
7. Use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under this program;
8. Use funds under the program to increase the level of state, local and other nonfederal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and not supplant federal, state, local, or non-federal funds;
9. Submit required reports to the OSDE to enable the OSDE to perform its duties; and maintain such records, provide such information, and afford such access to the records as the OSDE may reasonably require;
10. Assure that instruction and content will be secular, neutral, and nonideological; assure that equitable participation of nonpublic participants (if any) will be provided;
11. Comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute;
12. Assure that the proposed program was developed, and will be carried out, in active collaboration with the schools the students attend; and
13. Comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing the 21st CCLC program.

Instructions

Before you can submit, you must click/sign **all 3** assurances pages.

Director Access to Information

- View Only of budget and claims
 - Superintendent (or Authorized Official of your Community-Based Organization) can grant view-only access to the budget and claims.
- It is required to ensure the success of the program that the director/site coordinator has access to the original grant application

Creating an Amendment or New Claim

Applicant: _____ [Click to Return to Menu List / Sign Out](#)

Application Select - 21st Century Funded Projects [Click for Instructions](#)

“Create Amendment”
to amend your budget

“Payments”
To create a claim for reimbursement

Select an application from the list(s) below and press one of the following buttons:

[Open Application](#) [Review Summary](#) [Create Amendment](#) [Payments](#)

Select	Application / Amendment	Original Submit Date	OSDE Final Approval Date	Status	Status Date
2013-2014					
<input type="radio"/>	14-TitleIVB_FPO-00 Original Application			Not Submitted	
2012-2013					
<input type="radio"/>	13-TitleIVB_FPO-00 Amendment 5	07-01-2013	07-12-2013	Final Approved	07-12-2013
<input type="radio"/>	13-TitleIVB_FPO-00 Amendment 4	05-23-2013	05-29-2013	Final Approved	05-29-2013
<input type="radio"/>	13-TitleIVB_FPO-00 Amendment 3	04-10-2013	04-15-2013	Final Approved	04-15-2013
<input type="radio"/>	13-TitleIVB_FPO-00 Amendment 2	12-03-2012	12-03-2012	Final Approved	12-03-2012
<input type="radio"/>	13-TitleIVB_FPO-00 Amendment 1	11-05-2012	11-18-2012	Final Approved	11-18-2012
<input type="radio"/>	13-TitleIVB_FPO-00 Original Application	10-24-2012	10-24-2012	Final Approved	10-24-2012

PRODvm user ID: _____

Done

Now you will see your brand new budget here!
When you are ready to do a claim or if you need to amend your budget, select the radio button next to this “Original Application” and then select the appropriate button on top:

- “Create Amendment” to create a budget amendment
- “Payments” to create a claim

Claims

- Food, Clothing, Field Trips
 - Justification
 - Reasonable and Necessary – Costs would be incurred by a prudent person to ensure the success of the program
 - Allocable – permitted within these grant funds
 - Documented – Itemized invoices and receipts for purchases
 - Lesson plans
 - What was the learning outcome?
 - Recipes are not lesson plans
 - How was this *necessary* to achieve your goal?
 - Age/grade appropriateness

Transportation

- Coding:
 - 2720 - 100 and 200 - bus driver salary and benefits
 - 2740 - 600 - cost of fuel only, not mileage
- Documentation
 - Must provide documentation of formulas
 - Total route miles ÷ miles to the gallon × average price per gallon of gas
 - Detailed invoices/receipts
 - We understand that fuel purchases are often reimbursed through multiple programs, so invoices and receipts may be for total gas purchases and exceed the claim for reimbursement from 21st CCLC funds.

Transportation

(21ST CCLC) FUEL CLAIM FOR
FEBRUARY 2014

DATE	MILEAGE FOR ROUTE	MILEAGE FOR ROUTE	MILEAGE FOR ADDITIONAL OUTINGS	TOTAL MILES PER DAY	AVERAGE MILES PER GALLON	TOTAL GALLONS USED	FUEL RATE PER DAY	TOTAL FUEL COST FOR BUSES PER DAY
Feb. 3	14	45	0	59	7	8	\$3.30	\$26.40
Feb. 4	14	45	0	59	7	8	\$3.30	\$26.40
Feb. 5	14	45	0	59	7	8	\$3.39	\$27.12
Feb. 10	14	45	0	59	7	8	\$3.39	\$27.12
Feb. 11	14	45	0	59	7	8	\$3.39	\$27.12
Feb. 12	14	45	0	59	7	8	\$3.39	\$27.12
	0	0	0	0		0	\$0.00	\$0.00

TOTAL COST FOR FUEL FOR MONTH:

I, _____, attest that the above stated fuel prices were in fact the price paid for each day of operation for the _____ bus routes.

Transportation Director

Date

Program Director Signature

Date

Transportation

	A	B	C	D	E	F	G	H	I	J
1	DATE	MILEAGE ROUTE1	Route 2	Route 3	Field trips	Totalmiles per day	avg. mpg	gallon used	fuel rate	Fuel Cost per day
2	1-May	2	5	10	106*	123	8	15.38	3.31	50.91
3	5	2	5	10	0	17	8	2.13	3.31	7.05
4	6	2	5	10	0	17	8	2.13	3.31	7.05
5	7	2	5	10	0	17	8	2.13	3.31	7.05
6	8	2	5	10	0	17	8	2.13	3.31	7.05
7										79.11
8										
9										
10										
11										
12					*2 buses					
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										

TOTAL FUEL COST FOR MONTH

79.11

I, _____ attest that the above stated fuel prices were in fact the price paid for each day of operation for the bus routes listed.

Transportation Director Signature

Program Director Signature

PAID

Transportation

SOLD TO		Charge Invoice		SHIP TO:	
PUBLIC SCHOOLS		PUBLIC SCHOOLS		PUBLIC SCHOOLS	
, OK		, OK		OK	
TICKET #	: 3815	PAID	SALES REP	:	
TICKET DATE	: 04/30/2014		TERMS	:	NET 7 DAYS
SHIP DATE	:		SHIP METHOD	:	
ORDER #	:		P.O. #	:	

Reference	Description	Quantity Shipped	Price	Total
CLEARDSL	CLEAR DIESEL SCHOOL	40.1	3.3130	132.85
	FED LUST TAX		.001	0.04
	FED OIL SPILL TAX		.0019	0.08
	OK DSL LUST TAX		.01	0.40
			Sub-Total	\$133.37
			TOTAL :	\$133.37

#930 115413

04/30/14 06:52:31
TCODE=0

TRANSACTION # 0010049

VEHICLE ID:
AGENCY:
ORGANIZATION:

USER ID: *****

PRODUCT: 7
PUMP: 2

QUANTITY: 40.10 GL
UNIT PRICE: \$3.6990

TOTAL: \$148.33

THANK YOU! HAVE A NICE DAY!

Travel

- Two ways to code:
 - One day travel for professional development – (2213 - 100/200)
 - Runs through payroll per IRS statute
 - Overnight status – 2213-500 or 2573 - 500
- Three ways to cover travel expenses:
 - Reimbursement to the individual traveling based on itemized receipts
 - School credit card
 - Per diem

Travel: Individual Reimbursements

- Everyone must pay for themselves and submit individual requests for reimbursement
- All receipts must be itemized, showing exactly how many (only one meal per receipt) and what was ordered
- Upload the reimbursement requests and clearly scanned receipts as documentation in the claim
 - Please scan them all one direction and not overlapping
- No alcohol
- The POs will be made out to each individual
- We must also have an agenda of the meeting/training/conference that was attended
 - If a meal is provided by the conference or meeting, we cannot reimburse for a meal purchased at that time and date

Travel: School Credit Card

- Everyone attending the conference can eat on one ticket
- The ticket/receipt MUST be itemized, showing exactly how many and which meals were ordered
 - Number of meals on the receipt must match the number of people on the claim.
- The itemized receipt is the documentation for the claim – it MUST be readable in the scanned upload
- No alcohol
- The POs will be made out to each individual vendor, not the credit card company
 - If the credit card is used multiple places, each restaurant, taxi company, parking lot, etc. must have a separate PO
- We must have documentation (such as registration) for everyone who attended the training
- We must also have an agenda of the meeting/training/conference that was attended
 - If a meal is provided by the conference or meeting, we cannot reimburse for a meal purchased at that time and date.

Travel: Per Diem

- Each individual must submit a per diem request
- The per diem amount is either set by the school district (with 21st CCLC programs that are in a school), an organization's policy, or the government rates can be found here:
 - Meals: <http://www.gsa.gov/portal/content/101518>
 - Lodging: <http://www.gsa.gov/portal/category/100120>
- No receipts are needed as documentation
- The POs will be made out to each individual
- We must also have an agenda of the meeting/training/conference that was attended
 - If a meal is provided by the conference or meeting, we cannot reimburse for a meal purchased at that time and date.

Per Diem vs. Stipend

- Per Diem

- Covers meals and incidentals
- Set rate based on average cost of meals and incidentals in a given location
- No benefits
- Coded as 2213 or 2573 - 500

- Stipend

- Supplements salary during non-work hours
- Set rate based on average pay per hour
- Must be associated with benefits
- Coded as 2213 – 100 and 200
- Given to staff after event has taken place

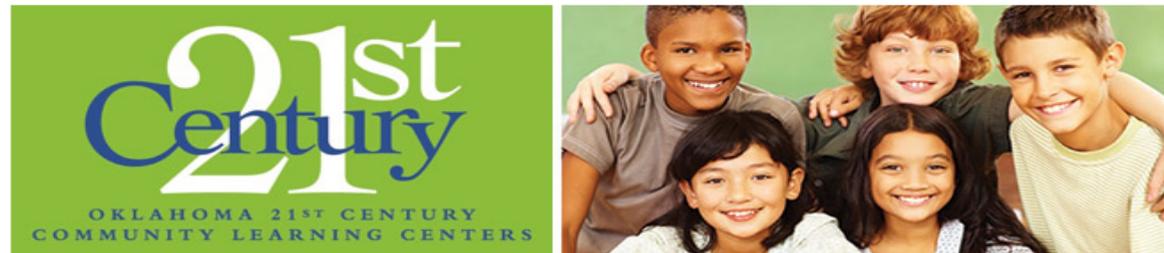
Credit Cards

- Credit cards are forms of payment, not vendors
- All credit card purchases must be paid with individual POs

535	6/4/2014	1783	6/9/2014	1000-681	CREDIT CARD OPERATIONS/WALMART	\$20.72
537	6/4/2014	1785	6/9/2014	1000-681	CREDIT CARD OPERATIONS/WALMART	\$23.51
538	6/4/2014	1786	6/9/2014	1000-681	CREDIT CARD OPERATIONS/MARDEL	\$12.47
540	6/4/2014	1788	6/9/2014	1000-681	CREDIT CARD OPERATIONS/WALMART	\$21.48
541	6/4/2014	1789	6/9/2014	1000-681	CREDIT CARD OPERATIONS/TARGET	\$134.35
542	6/4/2014	1790	6/9/2014	1000-681	CREDIT CARD OPERATIONS/MICHAELS	\$15.96
543	6/4/2014	1791	6/9/2014	1000-681	CREDIT CARD OPERATIONS/WALMART	\$11.76
544	6/4/2014	1792	6/9/2014	1000-681	CREDIT CARD OPERATIONS/KMART	\$24.96
545	6/4/2014	1793	6/9/2014	1000-681	CREDIT CARD OPERATIONS/WALMART	\$29.91
546	6/4/2014	1794	6/9/2014	1000-681	CREDIT CARD OPERATIONS/STEVE SPANGL	\$197.05
551	6/4/2014	1799	6/9/2014	1000-681	NASP, INC.	\$1,670.00
532	6/4/2014	1780	6/9/2014	1000-810	CREDIT CARD OPERATIONS/ZUMBA FITNES	\$30.00
536	6/4/2014	1784	6/9/2014	2213-580	CREDIT CARD/SOUTHWEST AIRLINES	\$675.00

Website

www.ok.gov/21cclc



The 21st Century Community Learning Centers program assists students in high-poverty, low-performing schools in meeting academic standards in core subjects by providing out-of-school services to students and their families.

Announcements

21st CCLC Grantee Kick-Off Meeting

Click on the link for all the details. This is a mandatory meeting for all 21st CCLC grantees.

Congratulations to the new 2014-15 21st CCLC Grantees!

View the official announcement here! [↗](#)

Anadarko
Caney
Chouteau-Mazie
Crooked Oak
El Reno
Haileyville
Hominy
Justice
Kinta
North Rock Creek
Pittsburg
The University of Tulsa
Urban League of Greater OKC

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Contact Us

21st Century Community Learning Centers

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Suite 414
Oklahoma City, OK 73105

Thank You!

Please check our website for more information, resources, tutorials, and FAQs.

Oklahoma State Department of Education
21st Century Community Learning Centers

<http://ok.gov/sde/21cclc>

405-522-6225