



Cash Request & Budget Pages – Structure Requirements

OPI has changed the guidelines for what is acceptable when approving cash requests. The increase in detail is needed in response to OPI audit findings related to the cash request process. This change has made it easier for the cash requests to be approved in a timely manner and has resolved any discrepancies in the submission information. It is intended to prevent the need to submit receipts/documentation for every purchase request sent through to OPI.

If you see cash requests being returned to your district more frequently, please look through your descriptions and make sure it ties to what your original grant application states. If changes are needed to your application, please submit an amendment before creating another cash request.

This is in addition to assurance that the expense is appropriate and allowable under the applicable program.

OPI must strengthen our process of determining that the expenses are allowable under the grants. This change included salaries and benefits. Instead of writing salaries/benefits/supplies, etc., we are requesting that you include more of what was written in the original application. Below are some examples of what we are requesting:

100 Personal Services—Salaries

- a. Position(s)/duties performed salaries are for
- b. Staff count/ FTE covered
- c. Time frame salaries are for

200 Personal Services—Employee Benefits

- a. Position(s)/duties performed salaries are for
- b. Time frame benefits are for
- c. Specific duties benefits are paid on if applicable

300 Purchased Professional and Technical Services

- a. Service dates covered by payment request(s)
- b. Specific services provided
- c. Confirmation that the services are contracted
- d. Rationale – Reasonable/Necessary: required to carry out the intent and purpose of the program.

400 Purchased Property Services

- a. Service/rental dates covered by payment request
- b. Specific services provided
- c. Rationale – Reasonable/Necessary: required to carry out the intent and purpose of the program.



500 Other Purchased Services

- a. Service dates covered by payment request
- b. Specific services provided with dates of when expenses occurred & date of service
- c. Details of related expenses ie: travel related expenses, per diem, hotel, mileage (except fuel)
- d. Unit cost and number of units if applicable
- e. Rationale – Reasonable/Necessary: required to carry out the intent and purpose of the program.

600 Supplies and Materials

- a. Unit cost and number of units for items \$500 or more per unit
- b. Detail of items purchased("supplies" is not acceptable description)
- c. Date range of purchases covered by payment request
- d. Rationale – Reasonable/Necessary: required to carry out the intent and purpose of the program.

700 Property and Equipment Acquisition

- a. Unit cost and number of units if applicable
- b. Date range of purchases covered by payment request
- c. Rationale – Reasonable/Necessary: required to carry out the intent and purpose of the program.

800 Other Expenditures

- a. Dates covered by payment request
- b. Unit cost and number of units if applicable
- c. Date range of purchases covered by payment request
- d. Rationale – Reasonable/Necessary: required to carry out the intent and purpose of the program.