

Federal Claims

Grants – State - Federal and Donation

Confirm award amounts on KDE Website and in GMAP

Make a file for each grant. Including Award Letter and budget.

Confirm the letter of assurance has been receive by state.

Enter the budget, from Administrators, in MUNIS

Run monthly reports for each grant and send them to the staff that oversee the grants. Including the Adult Learning Center.

Amend the budgets as needed per the Administration. This is approved through GMAP and State.

Review and enter a Purchase Requisitions into MUNIS. Converting the requisition into a purchase order.

Enter W-9's into MUNIS.

Send the Purchase order to the staff member that is purchasing, stating okay to order.

Requesting/ receiving invoices, receipts to pay the purchase orders. Checking the address and amount on each invoice, making sure we have the correct information.

Enter the purchase order into MUNIS to be paid.

Mail checks to the vendors.

Scan purchase order, invoice and check into Google Drive. File hard copy.

Send monthly Federal Cash Request to state.

Send quarterly reports to state.

Meet with staff to go over the grant and update the budget throughout the year.

Enter/ Build new grants, including donations into MUNIS.

Make Hotel reservations using a credit card authorization. Including staff and students.

Enter budgets for Fund 1 SBDM and send monthly reports.

Make weekly deposits to the bank. All checks that are received at Central Office.

Make two copies of each deposit. File hard copies of bank deposits.

Work with Scholarships at the District Level.

Educational Foundation – work with Kristy McNally and Donna Watts with the donation money.

Cover Front Desk when needed.

25% of daily work is spent on miscellaneous items such as filing, phone calls, etc.

50% of daily work is spent on requisition and purchase order entry, maintenance, approvals.

25% of daily work is spent on budget entries, amendments, reporting, meeting and monitoring.