

OFFICE POLICIES AND PROCEDURES

Filing: An efficient and correct filing system must be implemented and maintained. The retention period of records and documents for the Office is at least five (5) years from the date of receipt.

Bookkeeping: The Title III Coordinator's records will be the official programmatic records for the program. The Office of Fiscal Affairs will serve as the official source of financial records, although all source documents will be maintained in the Title III office.

Time and Effort Reporting: Each employee whose salary is paid in whole or in part by federal funds under the Title III Program, must submit to the Title III Administration Office, a Time and Effort Report. For each pay period, a completed Time & Effort Report, certified by the supervisor of the employee and/or the Activity Coordinator must be submitted. Time and Effort forms shall be submitted by the fifth (5th) day of each month and should match the level of Title III Support.

Supplies: Adequate supplies should be on hand to effectively achieve the program objectives and must be requisitioned prior to any commitment to purchase from any vendor.

Retention of Records: Each recipient will keep intact and accessible records relating to the receipt and expenditure of federal funds in accordance with federal guidelines, including all accounting records and related original(s) with supporting documents that substantiate direct and indirect costs charged to the award. Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report. For awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Secretary of Education.

Audit and Examination: The Secretary of Education and the Inspector General of the United States, or any of their duly authorized representatives, shall have access, for the purpose of audit and examination to any records related to the grant, and to any other pertinent books, documents, papers, and records of the recipient.