Reimbursement Process

To Access GEMS

Do NOT use this link:
https://gems.nccrimecontrol.org

Use this link:
https://gems.ncdps.gov

Personnel

Contractual

Required = Proof of payment

- Bank Statement showing expense
- Cancelled check
- Invoice showing balance paid
- Receipt

Employee Name Sharon Houston (Court Advocate 1)

Month March 2015

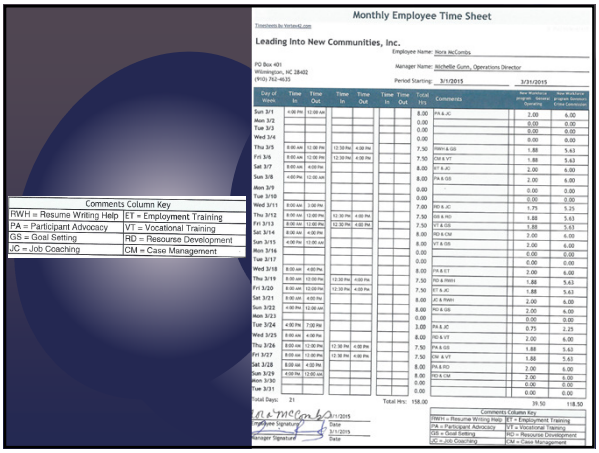
Day	Date	FS1	FS2	FS3	FS4	Total Time Worked	Sick/Vac	Other	Total Leave	Description of Work Performed
Sunday	15									
Monday	16	4	2	2		8				client intake; court; home visitation; shelter setup
Tuesday	17	4	2	2		8				admin; files; court; group sessions
Wednesday	18	4	2	2		8				client intake; court; home visitation; shelter setup
Thursday	19	4	2	2		8				referral follow-up; meetings
Friday	20	4	2	2		8				court all day
Saturday	21									
Sunday	22									
Monday	23	4	2	2		8				visitation; collaboration mtg with LEAs
Tuesday	24	4	2	2		8				court all day
Wednesday	25	4	2	2		8				client intake; shelter visits; reports
Thursday	26	4	2	2		8				reports; admin; files; phone/e-mails
Friday	27	4	2	2		8				court all day
Saturday	28									
Sunday	29									
Monday	30	4	2	2		8				referral follow-up; court
Tuesday	31	4	2	2		8				training all day
Wednesday										
Thursday										
Friday										
Saturday										

Day	Date	FS1	FS2	FS3	FS4	Total Time Worked
Sunday	15					
Monday	16	4	2	2		8
Tuesday	17	4	2	2		8
Wednesday	18	4	2	2		8
Thursday	19	4	2	2		8
Friday	20	4	2	2		8
Saturday	21					
Sunday	22					
Monday	23	4	2	2		8

Employee's Signature _____ Supervisor's Signature _____

Date _____ Date _____

Funding Source 1_ Council for Women
Funding Source 2_ Governor's Crime Commission
Funding Source 3_ United Way
Funding Source 4_____



Monthly Employee Time Sheet

Leading Into New Communities, Inc.

PO Box 401
Wilmington, NC 28402
(910) 762-4635

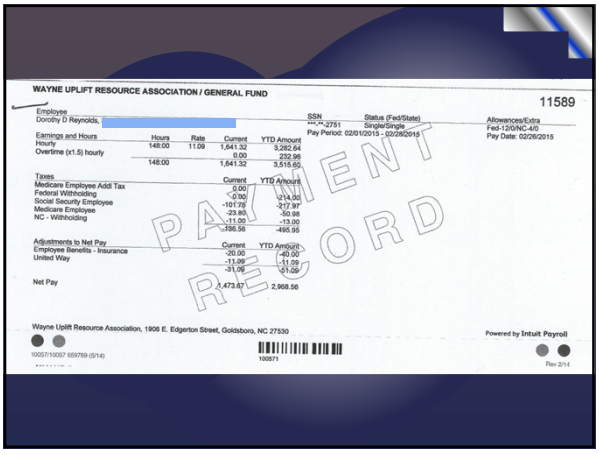
Employee Name: Nora McCombs
Manager Name: Michelle Gunn, Operations Director
Period Starting: 3/1/2015 3/31/2015

Day of Week	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hrs	Comments	Total Contract program Operating	Total Additional program Services If Time Extended
Sun 3/1	4:00 PM	12:00 AM					8.00	PA & JC	2.00	6.00
Mon 3/2							0.00		0.00	0.00
Tue 3/3							0.00		0.00	0.00
Wed 3/4							0.00		0.00	0.00
Thu 3/5	8:00 AM	12:00 PM	12:30 PM	4:30 PM			7.50	RWH & GS	1.88	5.63
Fri 3/6	8:00 AM	12:00 PM	12:30 PM	4:00 PM			7.50	CM & VT	1.88	5.63
Sat 3/7	8:00 AM	4:00 PM					8.00	VT & JC	2.00	6.00
Sun 3/8	4:00 PM	12:00 AM					8.00	PA & GS	2.00	6.00
Mon 3/9							0.00		0.00	0.00
Tue 3/10							0.00		0.00	0.00
Wed 3/11	8:00 AM	3:00 PM					7.00	RD & JC	1.75	5.25
Thu 3/12	8:00 AM	12:00 PM	12:30 PM	4:00 PM			7.50	GS & RD	1.88	5.63
Fri 3/13	8:00 AM	12:00 PM	12:30 PM	4:00 PM			7.50	VT & GS	1.88	5.63
Sat 3/14	8:00 AM	4:00 PM					8.00	RD & CM	2.00	6.00
Sun 3/15	4:00 PM	12:00 AM					8.00	VT & GS	2.00	6.00
Mon 3/16							0.00		0.00	0.00
Tue 3/17							0.00		0.00	0.00
Wed 3/18	8:00 AM	4:00 PM					8.00	PA & ET	2.00	6.00
Thu 3/19	8:00 AM	12:00 PM	12:30 PM	4:00 PM			7.50	RD & RWH	1.88	5.63
Fri 3/20	8:00 AM	12:00 PM	12:30 PM	4:00 PM			7.50	VT & JC	1.88	5.63
Sat 3/21	8:00 AM	4:00 PM					8.00	JC & RWH	2.00	6.00
Sun 3/22	4:00 PM	12:00 AM					8.00	RD & GS	2.00	6.00
Mon 3/23							0.00		0.00	0.00
Tue 3/24	4:00 PM	7:00 PM					3.00	PA & JC	0.75	2.25
Wed 3/25	8:00 AM	4:00 PM					8.00	RD & VT	2.00	6.00
Thu 3/26	8:00 AM	12:30 PM	12:38 PM	4:00 PM			7.50	PA & GS	1.88	5.63
Fri 3/27	8:00 AM	12:00 PM	12:38 PM	4:00 PM			7.50	RW & VT	1.88	5.63
Sat 3/28	8:00 AM	4:00 PM					8.00	PA & RD	2.00	6.00
Sun 3/29	4:00 PM	12:00 AM					8.00	RD & CM	2.00	6.00
Mon 3/30							0.00		0.00	0.00
Tue 3/31							0.00		0.00	0.00
Total Days:	21						Total Hrs: 158.00		39.50	118.50

Comments Column Key	
RWH = Resume Writing Help	ET = Employment Training
PA = Participant Advocacy	VT = Vocational Training
GS = Goal Setting	RD = Resource Development
JC = Job Coaching	CM = Case Management

3/1/2015 Date
Employee Signature
3/1/2015 Date
Manager Signature

Comments Column Key	
RWH = Resume Writing Help	ET = Employment Training
PA = Participant Advocacy	VT = Vocational Training
GS = Goal Setting	RD = Resource Development
JC = Job Coaching	CM = Case Management



WAYNE UPLIFT RESOURCE ASSOCIATION / GENERAL FUND

11589

Employee
Dorothy D Reynolds,

SSN ***-**-2751
Status (Fed/State) Single/Single
Pay Period: 02/01/2015 - 02/28/2015
Allowances/Extra Fed-12/0/NC-4/0
Pay Date: 02/26/2015

Earnings and Hours	Hours	Rate	Current	YTD Amount
Hourly	148.00	11.09	1,641.32	3,282.64
Overtime (x1.5) hourly			0.00	232.96
	148.00		1,641.32	3,515.60

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	0.00
Federal Withholding	-107.78	-214.00
Social Security Employee	-29.80	-217.97
Medicare Employee	-11.00	-50.98
NC - Withholding	-186.56	-13.00
		-495.95

Adjustments to Net Pay	Current	YTD Amount
Employee Benefits - Insurance	-20.00	-60.00
United Way	-11.09	-11.09
	-31.09	-51.09

Net Pay	Current	YTD Amount
	1,473.67	2,968.56

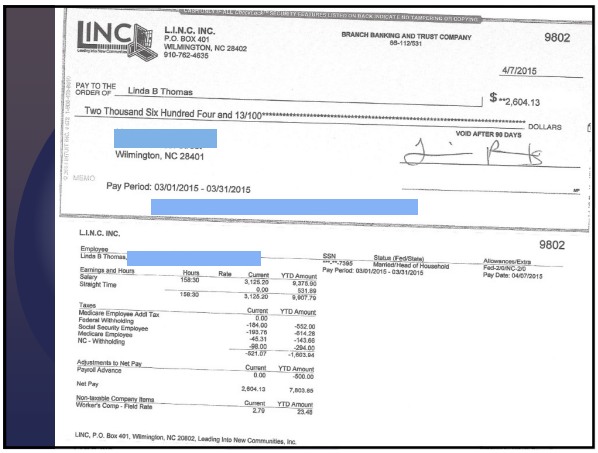
PAYMENT RECORD

Wayne Uplift Resource Association, 1906 E. Edgerton Street, Goldsboro, NC 27530

100571

Powered by Intuit Payroll

Rev 2/14



L.I.N.C. INC.
P.O. BOX 401
WILMINGTON, NC 28402
910-762-4635

BRANCH BANKING AND TRUST COMPANY
88-112/531

9802

4/7/2015

PAY TO THE ORDER OF Linda B Thomas $ **2,604.13

Two Thousand Six Hundred Four and 13/100********** DOLLARS

VOID AFTER 90 DAYS

[redacted]

Wilmington, NC 28401

MEMO

Pay Period: 03/01/2015 - 03/31/2015

[redacted]

L.I.N.C. INC.

9802

Employee
Linda B Thomas [redacted]

SSN
--7395

Status (Fed/State)
Married/Head of Household

Allowances/Extra
Fed-2/0/NC-2/0

Pay Period: 03/01/2015 - 03/31/2015

Pay Date: 04/07/2015

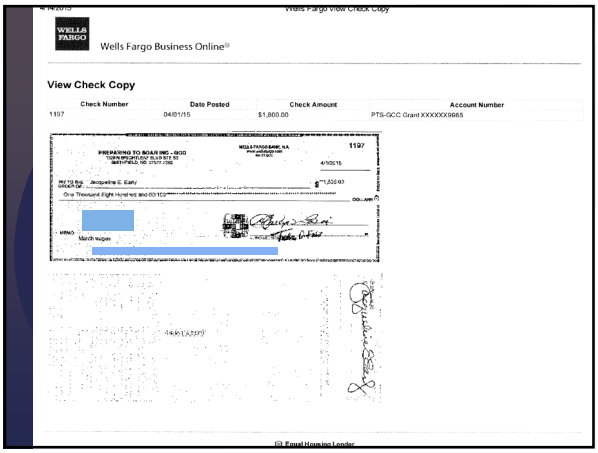
Earnings and Hours	Hours	Rate	Current	YTD Amount
Salary	158.30		3,128.20	9,375.90
Straight Time			0.00	531.89
	158.30		3,128.20	9,907.79

Taxes	Current	YTD Amount
Medicare Employee Addl Tax	0.00	
Federal Withholding	-184.00	-552.00
Social Security Employee	-193.76	-614.28
Medicare Employee	-45.31	-143.68
NC - Withholding	-98.00	-294.00
	-521.07	-1,603.94

Adjustments to Net Pay	Current	YTD Amount
Payroll Advance	0.00	-500.00
Net Pay	2,604.13	7,803.85

Non-taxable Company Items	Current	YTD Amount
Worker's Comp - Field Rate	2.79	23.48

LINC, P.O. Box 401, Wilmington, NC 20802, Leading Into New Communities, Inc.



Wells Fargo View Check Copy

Wells Fargo Business Online®

View Check Copy

Check Number	Date Posted	Check Amount	Account Number
1197	04/01/15	$1,800.00	PTS-GCC Grant XXXXXX9965

PREPARING TO SOAR INC - GCC
TOWN SPORTS EAST BLVD STE 101
WATERFIELD, NC 27577-7350

WELLS FARGO BANK, N.A.
Pay and Deposit Only
Wells Fargo

1197

4/1/2015

PAY TO THE ORDER OF Jacqueline E. Early $ **1,800.00

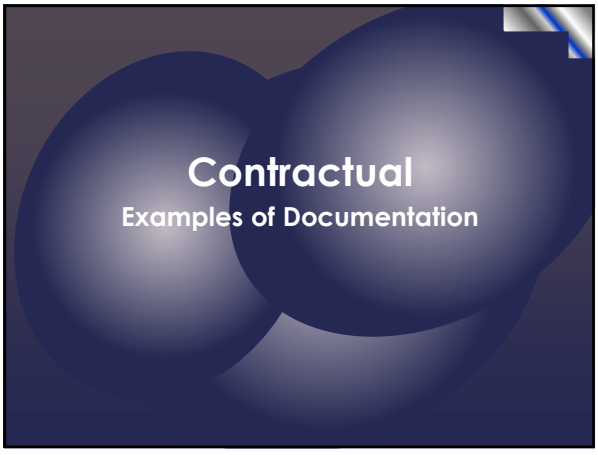
One Thousand Eight Hundred and 00/100 DOLLARS

MEMO

March wages

[redacted]

Equal Housing Lender


Contractual
Examples of Documentation

Gabriel Elizabeth Rand

SERVICE INVOICE

[redacted]

Invoice#: 2014-0003

SOLD TO:
Preparing to Soar, Inc.
1329 N. Brightleaf Blvd., Suite B3
Smithfield, NC 27577

SERVICED AT:
Preparing to Soar, Inc.
(Same Address)

Date	No. Hours	Description of Services	Hourly Fee	AMOUNT DUE
2/27/2015	58.45	Case Management services for month of February	$13.00	$759.85
			TOTAL:	$759.85

Gabriel E. Rand
Gabriel Elizabeth Rand

SASP Grant Invoice-January 2015
Invoice #: 13115
Date: January 31, 2015

From: Veronica Crawley, MA, LPC, NCC, PLLC

[redacted]

To: Families First, Inc.
Attn: Vicki Paite
PO Box 1776
Whiteville, NC 28472
Business (910) 642-5996

December 2014

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
		$60 Per hour	
1 New Clients	1 Intakes and 1 CCAs, 11 Therapy sessions (home and office)-	700 minutes/60=	$700.00
6 Clients Total	465 minutes		
	Case Management-235 minutes		$1630.66
	(4 no shows)		- 670.00
			$960.66 Grand Balance

This is to certify that the costs invoiced have been incurred in the provision of program serviced by Families First, Inc.

Veronica Crawley, Owner/Therapist — Date: 1-31-15

Vicki Paite, Executive Director — Date: 2-4-15

MERIDIAN BEHAVIORAL HEALTH SERVICES, INC.

P Box 2187
Sylva, NC 28779
Phone (828) 631-3973, Fax (828) 631-9280

INVOICE

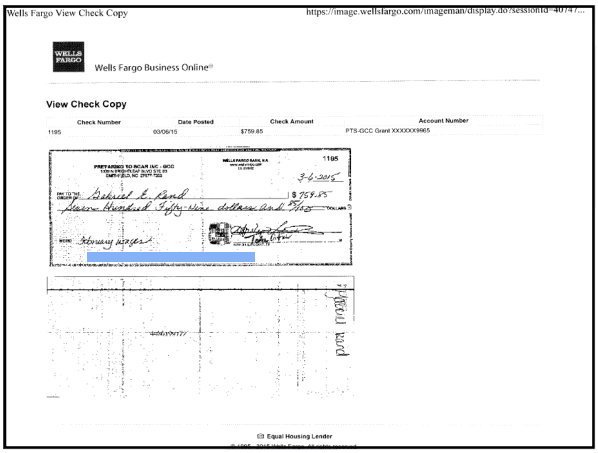
INVOICE # FTE-FY14-AR09
DATE: FEBRUARY 11, 2015

TO:
KIDS Place
330 West Main Street
Franklin, NC 28734

FOR: JANUARY 2015

DESCRIPTION	Unit	RATE	AMOUNT
Non-Direct Services 12/16/2014 Core Team Meeting (Ashlynn Dowdle & Susana Flores)	1.5 hours	$56.25	$84.38
		TOTAL	$56.25 $84.38

Please make all checks payable to Meridian Behavioral Health Services, Inc.



Wells Fargo View Check Copy https://image.wellsfargo.com/imageman/display.do?sessionId=40747...

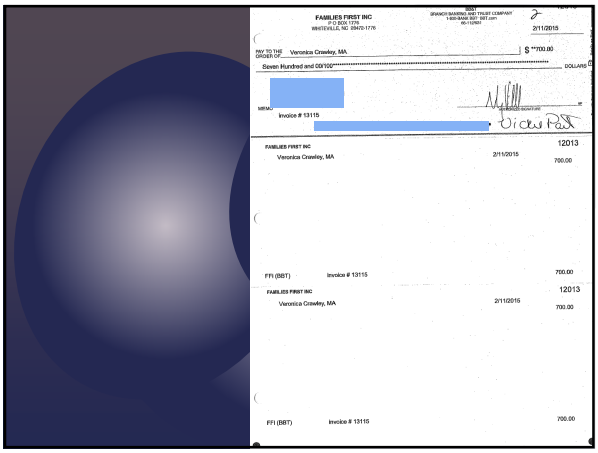
Wells Fargo Business Online®

View Check Copy

Check Number	Date Posted	Check Amount	Account Number
1195	03/06/15	$759.85	PTS-GCC Grant XXXXXX9965

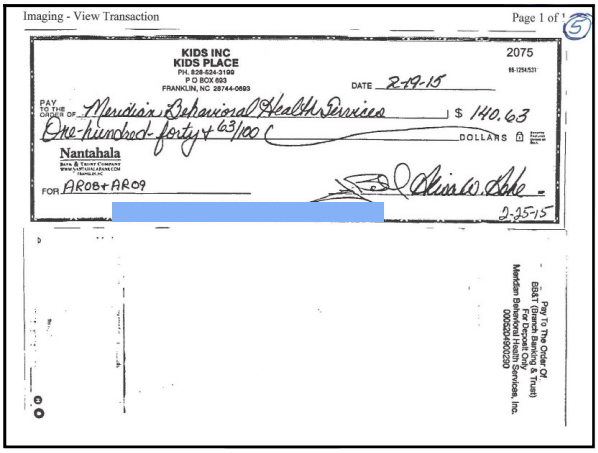
PRETARGEO SO BOAR INC - GCC
1195
3-6-2015
PAY TO THE ORDER OF Gabriel E. Rand $ 759.85
Seven Hundred Fifty-Nine dollars and 85/100 DOLLARS
MEMO February wages
[redacted]

Equal Housing Lender



FAMILIES FIRST INC
P.O. BOX 1776
WHITEVILLE, NC 28470-1776
BB&T
BRANCH BANKING AND TRUST COMPANY
1-800-BANK BBT (1-800-BANK BBT) 2011
2/11/2015
PAY TO THE ORDER OF Veronica Crawley, MA $ **700.00
Seven Hundred and 00/100 DOLLARS
MEMO [redacted]
Invoice # 13115
[redacted] Vicki Pat

FAMILIES FIRST INC 12013
Veronica Crawley, MA 2/11/2015 700.00
FFI (BBT) Invoice # 13115 700.00
FAMILIES FIRST INC 12013
Veronica Crawley, MA 2/11/2015 700.00
FFI (BBT) Invoice # 13115 700.00



Imaging - View Transaction Page 1 of 1 5

KIDS INC
KIDS PLACE
PH. 828-524-3199
P O BOX 693
FRANKLIN, NC 28744-0693
2075
DATE 2-19-15
PAY TO THE ORDER OF Meridian Behavioral Health Services $ 140.63
One-hundred-forty + 63/100 DOLLARS
Nantahala
BANK & TRUST COMPANY
FOR AR08+AR09
[redacted]
2-25-15

Pay To The Order Of
BB&T (Branch Banking & Trust)
For Deposit Only
Meridian Behavioral Health Services, Inc.
0002204900230

Employee Name: Gabriel Elizabeth Rand Month: Feb-15

Day	Date	Work Schedule	FS1	FS2	FS3	FS4	Total Time Worked	Sick/Vac	Other	Total Leave	Description of Work Performed
Sunday	02/01/15	OFF									
Monday	2/2/2015	9:00A-11:30A									
Tuesday	2/3/2015	10:00A-5:00P									
Wednesday	2/4/2015	9:19A-1:19P									
Thursday	2/5/2015	2:00P-6:30P									
Friday	2/6/2015	9:00a-12:00p									
Saturday	2/7/2015	OFF									
Sunday	2/8/2015	OFF									
Monday	2/9/2015	10:15A-12:15P	2				2				SCHEDULED CASE MANAGEMENT MEETINGS
Tuesday	2/10/2015	9:00A-5:30P	7.5				7.5				AND TALKED WITH PARTICIPANTS PARENTS
Wednesday	2/11/2015	9:00A-10:00P	6.5				6.5				PARTICIPANTS FILES
Thursday	2/12/2015	12:00-8:30P	7.5				7.5				PARTICIPANTS GRID FOR TEEN COURT
Friday	2/13/2015	OFF									
Saturday	2/14/2015	OFF									
Sunday	2/15/2015	OFF									
Monday	2/16/2015	09:04A-12:05P	3				3				COURT CANCELLATION
Tuesday	2/17/2015	SNOW DAY	0				0				BAD WEATHER DUE TO SNOW, SLEET, ICE
Wednesday	2/18/2015	SNOW DAY	0				0				BAD WEATHER DUE TO SNOW, SLEET, ICE
Thursday	2/19/2015	9:04A-5:04P	7				7				COURT
Friday	2/20/2015	9:15A-12:00P	5.45				5.45				FILES
Saturday	2/21/2015	OFF									
Sunday	2/22/2015	OFF									
Monday	2/23/2015	9:00a-12:00p	7				7				TEEN COURT AND SKILLS GROUP PARTICIPANTS
Tuesday	2/24/2015	SNOW DAY					0				BAD WEATHER DUE TO SNOW, SLEET, ICE
Wednesday	2/25/2015	SNOW DAY					0				BAD WEATHER DUE TO SNOW, SLEET, ICE

Time and Activity Report

Employee Name: Jessica Purifoy/Crisis Response Coordinat

Month: February 2015

Day	Date	FS1	FS2	FS3	FS4	Total Time Worked	Sick/Vac	Other	Total Leave	Description of Work Performed
Sunday	1-Feb									
Monday	2-Feb	5.7	1.8			7.5	2		2	Client Case Management/ Sick
Tuesday	3-Feb	5.7	1.8			7.5				Client Case Management
Wednesday	4-Feb	5.7	1.8			7.5				Client Case Management
Thursday	5-Feb	5.7	1.8			7.5				Client Case Management
Friday	6-Feb	5.7	1.8			7.5				Client Case Management
Saturday	7-Feb									
Sunday	8-Feb									
Monday	9-Feb	5.7	1.8			7.5				Client Case Management/Crisis Calls
Tuesday	10-Feb	5.7	1.8			7.5				Client Case Management
Wednesday	11-Feb	5.7	1.8			7.5				Client Case Management
Thursday	12-Feb	5.7	1.8			7.5				Client Case Management
Friday	13-Feb	5.7	1.8			7.5				Client Case Management
Saturday	14-Feb									
Sunday	15-Feb									
Monday	16-Feb	5.7	1.8			7.5				Vacation
Tuesday	17-Feb	5.7	1.8			7.5				Vacation
Wednesday	18-Feb	5.7	1.8			7.5				Vacation
Thursday	19-Feb	5.7	0.8			6.5	1		1	Client Case Management/Vacation
Friday	20-Feb	5.7	1.8			7.5				Client Case Management
Saturday	21-Feb									
Sunday	22-Feb									
Monday	23-Feb	5.7	1.8			7.5				Client Case Management
Tuesday	24-Feb	0	0			0		7.5	7.5	Inclement weather
Wednesday	25-Feb	5.7	0.8			6.5		1	1	Inclement weather/Crisis calls
Thursday	26-Feb	5.7	1.8			7.5				Client Case Management
Friday	27-Feb	5.7	1.8			7.5				Client Case Management
Saturday	28-Feb									
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Total		106.30	32.20	0	0	138.50	3	8.5	9.5	

Employee's Signature: Jessica Purifoy Supervisor's Signature: Vicki Pait

Date: 2/28/15 Date: 2/26/15

Funding Source 1: VOCA, DCC Basic Services 75%

Funding Source 2: SASP, WCJOAA/ASCC 25%

Funding Source 3:

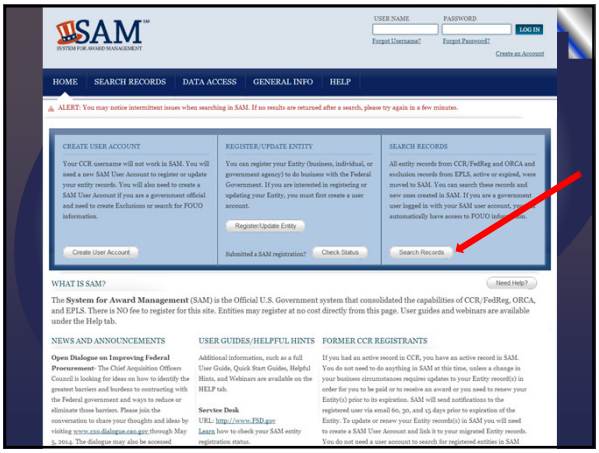
Funding Source 4:

Consultant/Contractual Rates

- Direct Service **(only)**
- $81.25 per hour **(max)**
- $650 per day **(max)**
- Includes preparation, evaluation, travel time and service/performance

Contract Components:

- PROJ ID
- Contractor ID **(optional)**
- Scope/Service
- Start & End dates
  (must be within the project award period)
- Verify contractor's status



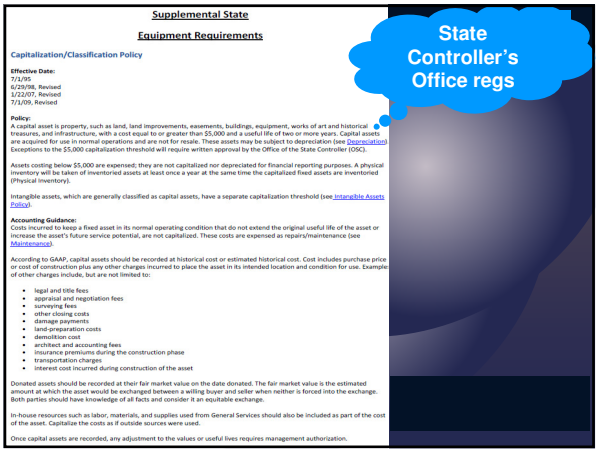
Equipment

Required = Proof of payment

- Bank Statement showing expense
- Cancelled check
- Invoice showing balance paid
- Receipt
- Property Control Record
- Pictures

Property & Equipment

- Assess need – no stockpiling
- GCC ≠ repair/replace
- **YOU MUST** verify the vendor's status **(SAM.gov & NC DOA)**
- Bidding or Sole Source
- Provide
  - Procurement Policy
  - Purchasing Policy



Supplemental State

Equipment Requirements

Capitalization/Classification Policy

Effective Date:
7/1/95
6/20/08, Revised
1/22/07, Revised
7/1/09, Revised

Policy:
A capital asset is property, such as land, land improvements, easements, buildings, equipment, works of art and historical treasures, and infrastructure, with a cost equal to or greater than $5,000 and a useful life of two or more years. Capital assets are acquired for use in normal operations and are not for resale. These assets may be subject to depreciation (see Depreciation). Exceptions to the $5,000 capitalization threshold will require written approval by the Office of the State Controller (OSC).

Assets costing below $5,000 are expensed; they are not capitalized nor depreciated for financial reporting purposes. A physical inventory will be taken of inventoried assets at least once a year at the same time the capitalized fixed assets are inventoried (Physical Inventory).

Intangible assets, which are generally classified as capital assets, have a separate capitalization threshold (see Intangible Assets Policy).

Accounting Guidance:
Costs incurred to keep a fixed asset in its normal operating condition that do not extend the original useful life of the asset or increase the asset's future service potential, are not capitalized. These costs are expensed as repairs/maintenance (see Maintenance).

According to GAAP, capital assets should be recorded at historical cost or estimated historical cost. Cost includes purchase price or cost of construction plus any other charges incurred to place the asset in its intended location and condition for use. Examples of other charges include, but are not limited to:

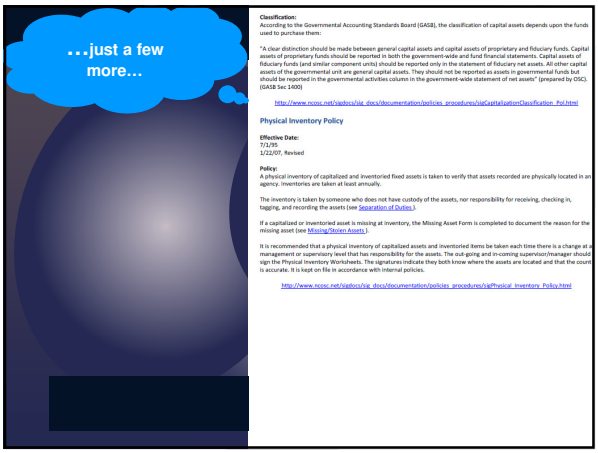
- legal and title fees
- appraisal and negotiation fees
- surveying fees
- other closing costs
- damage payments
- land-preparation costs
- demolition cost
- architect and accounting fees
- insurance premiums during the construction phase
- transportation charges
- interest cost incurred during construction of the asset

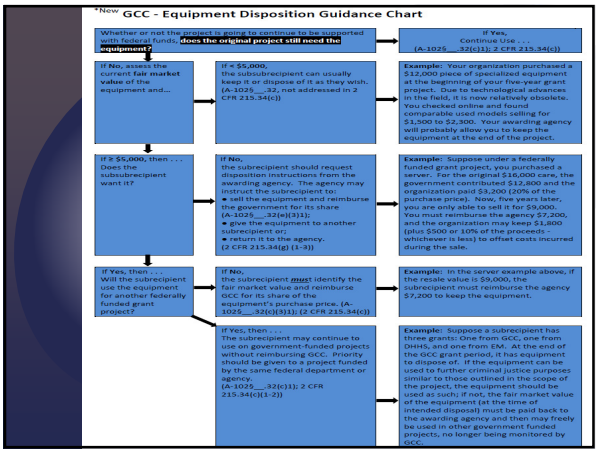
Donated assets should be recorded at their fair market value on the date donated. The fair market value is the estimated amount at which the asset would be exchanged between a willing buyer and seller when neither is forced into the exchange. Both parties should have knowledge of all facts and consider it an equitable exchange.

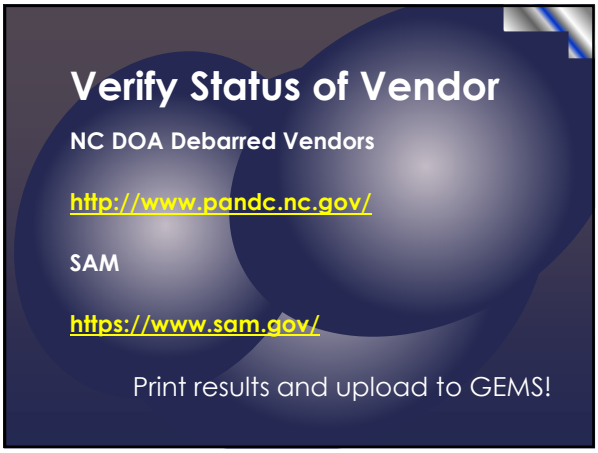
In-house resources such as labor, materials, and supplies used from General Services should also be included as part of the cost of the asset. Capitalize the costs as if outside sources were used.

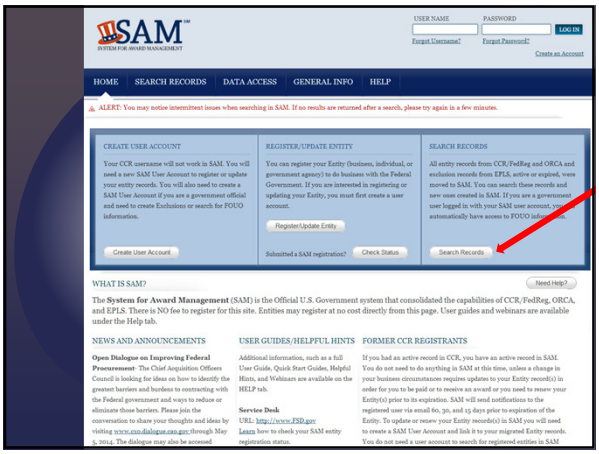
Once capital assets are recorded, any adjustment to the values or useful lives requires management authorization.

State Controller's Office regs

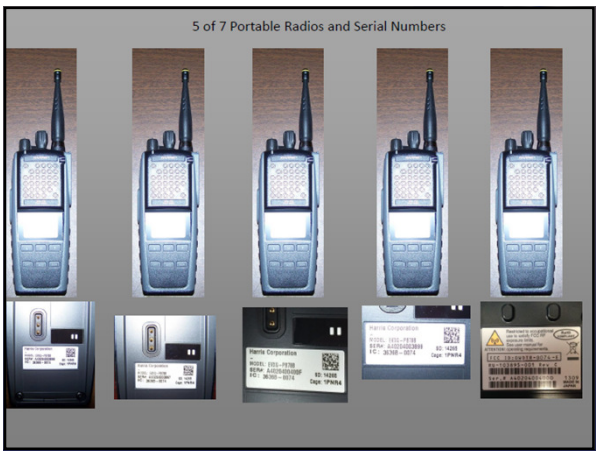

…just a few more…
Classification:
According to the Governmental Accounting Standards Board (GASB), the classification of capital assets depends upon the funds used to purchase them:
"A clear distinction should be made between general capital assets and capital assets of proprietary and fiduciary funds. Capital assets of proprietary funds should be reported in both the government-wide and fund financial statements. Capital assets of fiduciary funds (and similar component units) should be reported only in the statement of fiduciary net assets. All other capital assets of the governmental unit are general capital assets. They should not be reported as assets in governmental funds but should be reported in the governmental activities column in the government-wide statement of net assets" (prepared by OSC). (GASB Sec 1400)
http://www.ncosc.net/sigdocs/sig_docs/documentation/policies_procedures/sigCapitalizationClassification_Pol.html
Physical Inventory Policy
Effective Date:
7/1/05
1/22/07, Revised
Policy:
A physical inventory of capitalized and inventoried fixed assets is taken to verify that assets recorded are physically located in an agency. Inventories are taken at least annually.
The inventory is taken by someone who does not have custody of the assets, nor responsibility for receiving, checking in, tagging, and recording the assets (see Separation of Duties).
If a capitalized or inventoried asset is missing at inventory, the Missing Asset Form is completed to document the reason for the missing asset (see Missing/Stolen Assets).
It is recommended that a physical inventory of capitalized assets and inventoried items be taken each time there is a change at a management or supervisory level that has responsibility for the assets. The out-going and in-coming supervisor/manager should sign the Physical Inventory Worksheets. The signatures indicate they both know where the assets are located and that the count is accurate. It is kept on file in accordance with internal policies.
http://www.ncosc.net/sigdocs/sig_docs/documentation/policies_procedures/sigPhysical_Inventory_Policy.html

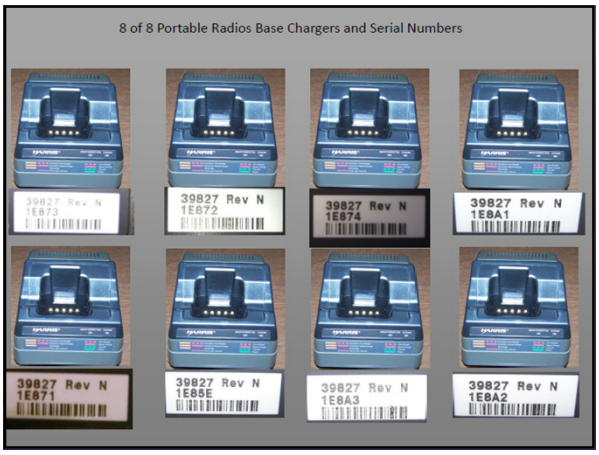

*New GCC - Equipment Disposition Guidance Chart
Whether or not the project is going to continue to be supported with federal funds, does the original project still need the equipment?
If Yes, Continue Use . . . (A-102§ ___.32(c)(1); 2 CFR 215.34(c))
If No, assess the current fair market value of the equipment and...
If < $5,000, the subsubrecipient can usually keep it or dispose of it as they wish. (A-102§ ___.32, not addressed in 2 CFR 215.34(c))
Example: Your organization purchased a $12,000 piece of specialized equipment at the beginning of your five-year grant project. Due to technological advances in the field, it is now relatively obsolete. You checked online and found comparable used models selling for $1,500 to $2,300. Your awarding agency will probably allow you to keep the equipment at the end of the project.
If ≥ $5,000, then . . . Does the subsubrecipient want it?
If No, the subrecipient should request disposition instructions from the awarding agency. The agency may instruct the subrecipient to:
● sell the equipment and reimburse the government for its share (A-102§ ___.32(e)(1)(i));
● give the equipment to another subrecipient or;
● return it to the agency. (2 CFR 215.34(g) (1-3))
Example: Suppose under a federally funded grant project, you purchased a server. For the original $16,000 care, the government contributed $12,800 and the organization paid $3,200 (20% of the purchase price). Now, five years later, you are only able to sell it for $9,000. You must reimburse the agency $7,200, and the organization may keep $1,800 (plus $500 or 10% of the proceeds - whichever is less) to offset costs incurred during the sale.
If Yes, then . . . Will the subrecipient use the equipment for another federally funded grant project?
If No, the subrecipient must identify the fair market value and reimburse GCC for its share of the equipment's purchase price. (A-102§ ___.32(c)(3)(i); (2 CFR 215.34(c))
Example: In the server example above, if the resale value is $9,000, the subrecipient must reimburse the agency $7,200 to keep the equipment.
If Yes, then . . . The subrecipient may continue to use on government-funded projects without reimbursing GCC. Priority should be given to a project funded by the same federal department or agency. (A-102§ ___.32(c)(1); 2 CFR 215.34(c)(1-2))
Example: Suppose a subrecipient has three grants: One from GCC, one from DHHS, and one from EM. At the end of the GCC grant period, it has equipment to dispose of. If the equipment can be used to further criminal justice purposes similar to those outlined in the scope of the project, the equipment should be used as such; if not, the fair market value of the equipment (at the time of intended disposal) must be paid back to the awarding agency and then may freely be used in other government funded projects, no longer being monitored by GCC.


Verify Status of Vendor
NC DOA Debarred Vendors
http://www.pandc.nc.gov/
SAM
https://www.sam.gov/
Print results and upload to GEMS!


SAM
SYSTEM FOR AWARD MANAGEMENT
USER NAME
PASSWORD
LOG IN
Forgot Username?
Forgot Password?
Create an Account
HOME
SEARCH RECORDS
DATA ACCESS
GENERAL INFO
HELP
ALERT: You may notice intermittent issues when searching in SAM. If no results are returned after a search, please try again in a few minutes.
CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
Create User Account
REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
Register/Update Entity
Submitted a SAM registration?
Check Status
SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you automatically have access to FOUO info
Search Records
WHAT IS SAM?
Need Help?
The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.
NEWS AND ANNOUNCEMENTS
Open Dialogue on Improving Federal Procurement- The Chief Acquisition Officers Council is looking for ideas on how to identify the greatest barriers and burdens to contracting with the Federal government and ways to reduce or eliminate those barriers. Please join the conversation to share your thoughts and ideas by visiting www.cao-dialogue.gsa.gov through May 5, 2014. The dialogue may also be accessed
USER GUIDES/HELPFUL HINTS
Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.
Service Desk
URL: http://www.FSD.gov
Learn how to check your SAM entity registration status.
FORMER CCR REGISTRANTS
If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity record(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM

NC DOA
Division of Purchase and Contract
Training & Compliance
Procurement Rules
P&C Resources and References
Related Sites
Contact Us
Welcome to Purchase & Contract
P&C Information Frequently Accessed
"Statewide Contracts"
Debarred Vendors
Qualified Products Lists (QPLs)
Standard Specification and Questionnaire Listing
Term Contract Alphabetical / Key Word Listing
Term Contract Numerical Listing
Weekly Fuel Pricing
"Agency Specific Contracts"
Agency Specific Contract Alphabetical / Key Word Listing
Agency Specific Contract Numerical Listing (by Commodity Code)
"Training & Compliance"
2014 Course Schedules
Course Overviews
New Student Registration Form
"Other Information"
Access IPS, the Interactive Purchasing System
Alphabetical Listing of IPS Categories and the NIGP Commodity Classes Assigned
NC E-Procurement @ Your Service
NIGP 5 Digit Alphabetical Commodity Code Listing
NIGP Commodity Codes
Purchase & Contract Administrative Code
NC Department of Administration • Purchase and Contract
P&C
Main Office: 919-807-4500
Mailing Address:
1305 Mail Service Center
Raleigh, NC 27699-1305


5 of 7 Portable Radios and Serial Numbers


8 of 8 Portable Radios Base Chargers and Serial Numbers
39827 Rev N 1E873
39827 Rev N 1E872
39827 Rev N 1E874
39827 Rev N 1E8A1
39827 Rev N 1E871
39827 Rev N 1E85E
39827 Rev N 1E8A3
39827 Rev N 1E8A2

7 of 7 Portable Radios Lapel Mics. No Serial Numbers
Lot # for all Portable Radio Mics

Extra Portable Radio Antennas
Swivel Belt Holster
Extra Radio Microphone
Listen Only Ear Pieces
Swivel Belt Holster Connector
Extra Radio Microphone Lot #

North Carolina Department of Public Safety
Governor's Crime Commission

Pat McCrory, Governor — L. David Huffman, Executive Director

Property Control Record & Equipment Certification

*This form should be used to inventory **all** equipment purchased during the life of the grant.*

Authorizing Agency	Wilson's Mills Police Department
Implementing Agency	Wilson's Mills Police Department
Project Name	2014-Wilson's Mills Police Department-P25 Radio Upgrade Implementation
Project Number	PROJ010565
Project Director's Name	David L. Hess
Phone # and E-mail Address	919 938 4448, ext 24; dhess@wilsonsmillsnc.org

Cost: $4,242.27	Vendor: Communication International
Location of Equipment: Storage	Assigned to: Future Assignment
Purpose of Equipment: Communication	Purchased by: Town of Wilson's Mills
Insurance Coverage: North Carolina League of Municipalities	
Item Description: M7300 Mobile radio microphone	
Serial/other identification No.: No model number or serial number listed	
Date Transaction Completed: 11/13/14	Date Equipment was Acquired: 11/13/2014
Cost: $60.00	Vendor: Communication International
Location of Equipment: Storage	Assigned to: Replacement Parts
Purpose of Equipment: Communication	Purchased by: Town of Wilson's Mills
Insurance Coverage: North Carolina League of Municipalities	
Item Description: Additional 3 year warranty for preventative maintenance- 3 car radios	
Serial/other identification No.: N/A	
Date Transaction Completed: 11/13/14	Date Equipment was Acquired: 11/13/2014
Cost: $324.00	Vendor: Communication International
Location of Equipment: N/A	Assigned to: N/A
Purpose of Equipment: N/A	Purchased by: Town of Wilson's Mills
Insurance Coverage: North Carolina League of Municipalities	
Item Description: Installation costs for (2) car radios	
Serial/other identification No.: N/A	
Date Transaction Completed: 11/13/14	Date Equipment was Acquired: 11/13/2014
Cost: $220.00	Vendor: Communication International
Location of Equipment: N/A	Assigned to: N/A
Purpose of Equipment: N/A	Purchased by: Town of Wilson's Mills
Insurance Coverage: North Carolina League of Municipalities	
Item Description: XG-75 Portable Radio	
Serial/other identification No.: A4020400400D	
Date Transaction Completed: 11/13/14	Date Equipment was Acquired: 11/13/2014
Cost: $3,435.01	Vendor: Communication International
Location of Equipment: Assigned	Assigned to: Officer C. Corbett
Purpose of Equipment: Communication	Purchased by: Town of Wilson's Mills
Insurance Coverage: North Carolina League of Municipalities	
Item Description: XG-75 Portable Radio	
Serial/other identification No.: A4020400389?	
Date Transaction Completed: 11/13/14	Date Equipment was Acquired: 11/13/2014

Item Description: Additional 3 year warranty for preventative maintenance- 7 portable radios	
Serial/other identification No.: N/A	
Date Transaction Completed: 11/13/14	Date Equipment was Acquired: 11/13/2014
Cost: $324.00	Vendor: Communication International
Location of Equipment: N/A	Assigned to: N/A
Purpose of Equipment: N/A	Purchased by: Town of Wilson's Mills
Insurance Coverage: North Carolina League of Municipalities	

I, the undersigned, certify that the equipment approved in the above-referenced grant was purchased and installed in compliance with the grant.

The completed Property Control Record and pictures have been uploaded to GEMS.

David L. Hess — 12/1/2014
Project Director's Printed Name — Date

D. L. Hess — 12/1/2014
Project Director's Signature — Date

Please sign, date and upload this document along with pictures of each item purchased to GEMS along with applicable supporting documentation for reimbursement requests.

Travel

Required = Proof of payment

- Bank Statement showing expense
- Cancelled check
- Lodging, Fuel and food receipts
- Travel Log
- Conference Agenda

Mileage Log and Reimbursement Form

Employee Name		Rate Per Mile	
Employee ID		For Period	
Vehicle Description		Total Mileage	
Authorized By		Total Reimbursement	$0.00

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Reimbursement
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
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						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
						0	$0.00
					Totals	0	$0.00

Funding Source 1 ____________________

Funding Source 2 ____________________

Employee Name, Date & Signature ____________________

Supervisor Name, Date & Signature ____________________

Adjustments

Non-Budgetary

Grant Period Extension
Personnel changes

Budget Adjustment

Reallocate funds
Increase/Decrease award

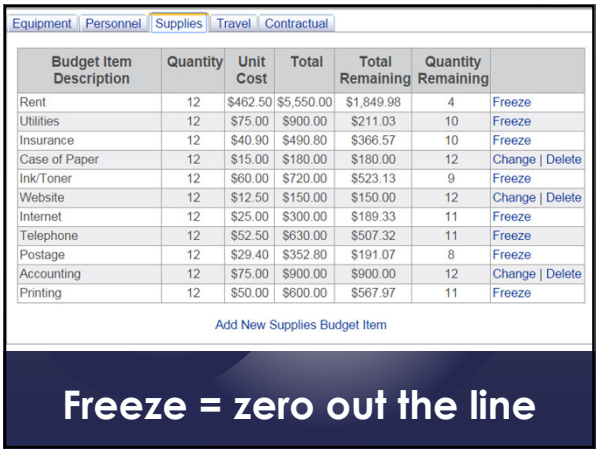
Changes

Governing Board or Agency Changes

- Address or phone number
- BOD **(Authorizing Official or Finance Officer)**
- Scope

Governing Board Approval is **required** for all modifications to budgets

Governmental & Non-profit agencies



Equipment | Personnel | Supplies | Travel | Contractual

Budget Item Description	Quantity	Unit Cost	Total	Total Remaining	Quantity Remaining	
Rent	12	$462.50	$5,550.00	$1,849.98	4	Freeze
Utilities	12	$75.00	$900.00	$211.03	10	Freeze
Insurance	12	$40.90	$490.80	$366.57	10	Freeze
Case of Paper	12	$15.00	$180.00	$180.00	12	Change | Delete
Ink/Toner	12	$60.00	$720.00	$523.13	9	Freeze
Website	12	$12.50	$150.00	$150.00	12	Change | Delete
Internet	12	$25.00	$300.00	$189.33	11	Freeze
Telephone	12	$52.50	$630.00	$507.32	11	Freeze
Postage	12	$29.40	$352.80	$191.07	8	Freeze
Accounting	12	$75.00	$900.00	$900.00	12	Change | Delete
Printing	12	$50.00	$600.00	$567.97	11	Freeze

Add New Supplies Budget Item

Freeze = zero out the line

Interactive Demonstration

Wrap up!