

Authorizing for Training Grants Non-Accredited Private or Out-of -State School

Use of Purchase Order for Training Grant funds is expected.

An administrative review is required when ANY training grant is authorized via a Direct Payment. Use of a Direct Payment requires an exception. Proof of non-acceptance of a purchase order is required via casenote which includes date, contact information and name of school personnel.

For Purchase Order:

- 1) Review fiscal summary for prior payments to insure it is not duplicative.
- 2) Review Information regarding any exception requests and proper supervisory review and authority to complete for additional funding.
- 3) Prior to the start date of the term, enter an authorization case note or select an existing authorization case note (related to the training grant) and document reason for authorization according to fiscal policies.
- 4) Create a purchase order made to the school from the training grant information.
- 5) Enter School Name and remit address - Choose the correct School/Vendor address for the purposes of the payment when entering the PO.
- 6) Enter Consumer name and student identification (ID) number in the line description, Enter Amount of TG (within DVR guidelines for payment.)

Important note: Please make sure the TG payment is the exact amount for the tuition, books, fees, and other that should be paid as part of cost of attendance.

Coded to:

052 -4 yr. College/University

061 -2 yr. Technical/Associates

056 -Graduate/Doctorate Training

063-Occupational/Vocational Training

- 7) Enter PO number in Date Term box in the TG form and send form to scanning or attach to Consumers file.
- 8) Approve, print and send the purchase order to the school.
- 9) Complete receiving as soon as you can or upon receipt of the alert from CCP.