

Authorizing for Training Grants-In-State Public or Accredited Private Schools (WAICU)

Use of Purchase Order for Training Grant funds is expected.

A Supervisory 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) 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.
- 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.

Coded to:

052 -4 yr. College/University

061 -2 yr. Technical/Associates

056 -Graduate/Doctorate Training

063-Occupational/Vocational Training

- 7) Check DVR TG check box.
- 8) Enter PO number in Date Term box in the TG form.
- 9) Complete receiving right away, and forward TG form to CCP (like an OJT).
- 10) Include in the subject line: TG first name, last name