CARES ACT

K12 WIRELESS IMPROVEMENTS

MEETING#18

PROJECT TEAM UPDATE

Joleen will be OOTO starting 12/09, through the end of the year.

Please reach out to:

@KieraHamilton
Project Manager

Escalate to:

@CoryStokes
Program Manager

REIMBURSEMENT

- **PDFs are past due!**

- Reply daily to emails from Wrike

- Documents not vetted will be rejected by UETN Accounting and UIT Purchasing

- Finish and record installations in Wrike

- Update "Operational" task

LET'S FINISH ALL CHECKLIST TASKS

∨ Checklist for reimbursement (Packet)

Installation of Inventory

Invoice(s)

Packing Slip(s)

Procurement Rules Summary

Purchase Order(s)

Tagged Inventory

Voucher(s) for Payment and Posting

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PLEASE HELP ACCOUNTING

- Need legible documents - if we can't read it, we can't reimburse it!

- Put Reimbursement PDF documents in the same order as listed in the task

- We understand everyone's accounting system is different so there are a few exceptions;

DOCUMENT EXCEPTIONS

- Purchase Order(s)

  - If LEA does not require a formal PO; sign the quote and state this is in lieu of PO

- Voucher(s) for Payment and Posting

  - Print, sign quote/invoice and state; 'this is what (LEA name) uses for proof of payment'

DOCUMENT EXCEPTIONS

- Procurement Rules Summary

  - If you used a state or national contract, UETN/H-Wire Agreement, sole source, umbrella contract, etc, explain this in a memo instead of the Procurement Rules PDF.

  - Only include winning quote(s) in Reimbursement PDF

  - Write the Contract # or Agreement # on your PO(s) and/or quote(s)/invoice(s)

PROCUREMENT MISTAKE?

- Procurement policy not followed? (Only applies if small $ amount)

  - Use school letterhead

  - Document that you did your best

  - Add the due diligence

  - Signed by Board or person authorized for your LEA

REIMBURSEMENT PDF

- DO NOT use Google/Dropbox links for your reimbursement documents

- Adobe Portfolios are problematic - if this is what you have, we prefer that you copy the individual documents to the Reimbursement PDF task

- Watch for emails in case we need clarifications on your PDF

- Need help? Reach out to team members via @mention in Wrike or email

REIMBURSEMENT CHECK

- Take a minute now and email your school/district A/R dept. and/or mailroom this reimbursement check info

- "CARES K12 Wireless Improvement, Project #32" in memo section
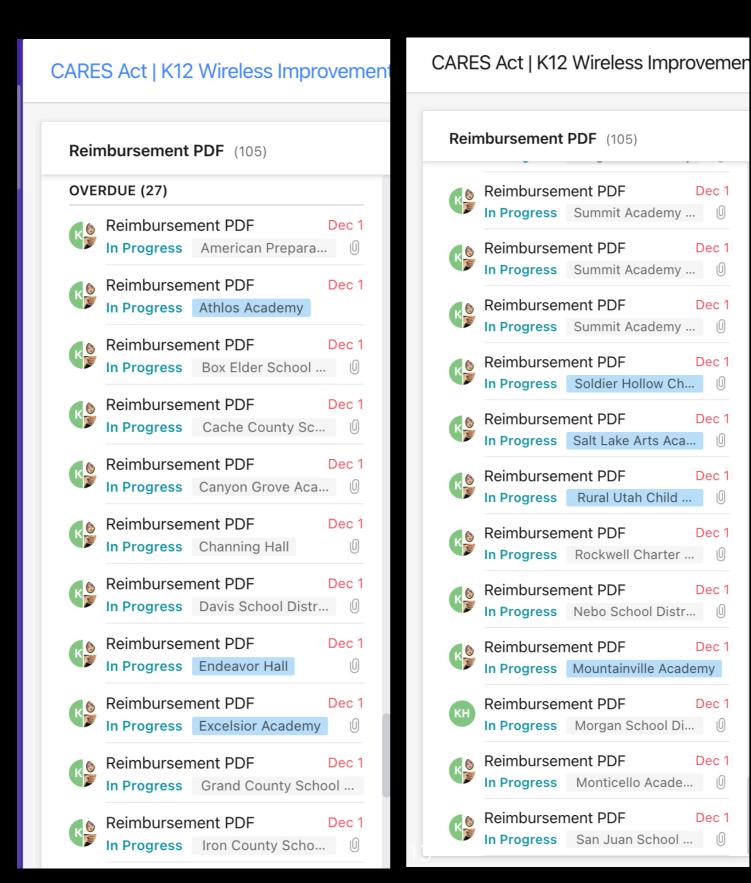
- Issued by **University of Utah**

Photo by **Tobias Bjørkli** from **Pexels**

KEEP SPREADSHEET UPDATED IN WRIKE FOR 5 YEARS - INCLUDING WARRANTY REPLACEMENTS

"Notify project team when you are done with your installs and everything is operational"

–JOLEEN HALE

PROJECT DASHBOARD

QUESTIONS?

WRIKE HELP?

DOCUMENT REVIEW?