

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

W9

M8

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**



TAGGED INVENTORY

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

























Photo by [Egor Kamelev](#) from [Pexels](#)

PROJECT DASHBOARD

CARES Act | K12 Wireless Improvement

























Reimbursement PDF (105)

OVERDUE (27)

-  Reimbursement PDF Dec 1
In Progress American Prepara... 
-  Reimbursement PDF Dec 1
In Progress Athlos Academy 
-  Reimbursement PDF Dec 1
In Progress Box Elder School ... 
-  Reimbursement PDF Dec 1
In Progress Cache County Sc... 
-  Reimbursement PDF Dec 1
In Progress Canyon Grove Aca... 
-  Reimbursement PDF Dec 1
In Progress Channing Hall 
-  Reimbursement PDF Dec 1
In Progress Davis School Distr... 
-  Reimbursement PDF Dec 1
In Progress Endeavor Hall 
-  Reimbursement PDF Dec 1
In Progress Excelsior Academy 
-  Reimbursement PDF Dec 1
In Progress Grand County School ... 
-  Reimbursement PDF Dec 1
In Progress Iron County Scho... 

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Reimbursement PDF (105)

-  Reimbursement PDF Dec 1
In Progress Summit Academy ... 
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In Progress Summit Academy ... 
-  Reimbursement PDF Dec 1
In Progress Summit Academy ... 
-  Reimbursement PDF Dec 1
In Progress Soldier Hollow Ch... 
-  Reimbursement PDF Dec 1
In Progress Salt Lake Arts Aca... 
-  Reimbursement PDF Dec 1
In Progress Rural Utah Child ... 
-  Reimbursement PDF Dec 1
In Progress Rockwell Charter ... 
-  Reimbursement PDF Dec 1
In Progress Nebo School Distr... 
-  Reimbursement PDF Dec 1
In Progress Mountainville Academy 
-  Reimbursement PDF Dec 1
In Progress Morgan School Di... 
-  Reimbursement PDF Dec 1
In Progress Monticello Acade... 
-  Reimbursement PDF Dec 1
In Progress San Juan School ... 



QUESTIONS?

WRIKE HELP?

DOCUMENT
REVIEW?