

Division of Financial and Administrative Services
Perkins Finance On-Site Monitoring Visit—Required Documentation
Fiscal Year 2017

During the Perkins Finance On-Site Monitoring Visits in Fiscal Year 2017, the following documents, materials, and records must be gathered, organized, and available for review during the visit.

Financial Documentation

Review of Previous Year (2015-2016)

- Accounting records (financial reports, ledgers, accounts)
- Requisitions, purchase orders, invoices, expense reports
- Payment request documentation
- Time and effort documentation (monthly personnel activity reports, semi-annual time certifications, and/or time and effort reports)
- Job descriptions
- Extra-duty/stipend agreements
- Equipment inventory records
- Physical inventory documentation
- Consortium agreement
- Identification of Federal award
- Written cash management procedures
- Written allowability procedures
- Written travel policy
- Travel documentation justification
- Food documentation justification
- Written procurement procedures
- Equipment purchases meet December 31 deadline
- Any additional financial information supporting the Perkins grant