CARES ACT

K12 WIRELESS
IMPROVEMENTS

MEETING#17

AGENDA

- Jim Stewart, UETN CTO

- Contracts: State/UETN/National

- Reimbursement checks

- Review dashboard

- Questions?

PROJECT TEAM UPDATE

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

Please reach out to:

@KieraHamilton
Project Manager

Escalate to:

@CoryStokes
Program Manager)

REIMBURSEMENT

- **Documents are due now!**

- It is taking from 2 hours to 2 weeks to check your reimbursement PDF

- Important to reply daily to emails from Wrike

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

- Allows focus on installations 100%

LET'S FINISH DOCUMENTS NOW

˅ 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

W9

FEEDBACK FROM ACCOUNTING

- Need documents legible to scan

- Put documents in PDF in the same order as listed, if possible

- Understand everyone's accounting system is different so made some exceptions.

DOCUMENT EXCEPTIONS

- Purchase Order(s)

    - If LEA does not use a PO then 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 the LEA uses for proof of payment

DOCUMENT EXCEPTIONS

- Procurement Rules Summary

  - State or national contract, UETN/H-Wire Agreement, sole source, umbrella contract, EPR, etc, then write that on a document in lieu of the procurement policy PDF.

  - Add only the winning quote to the reimbursement PDF

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

PROCUREMENT MISTAKE?

- Procurement policy not followed

- Only applies if small dollar amount

- Document that you did your best

- Add the due diligence

- Use school letterhead

- Get signed by Board

REIMBURSEMENT PDF

- DO NOT use Google/Dropbox links for your documentations!

- As we start reviewing your PDFs, please keep an eye out for emails incase we need clarifications on your PDF.

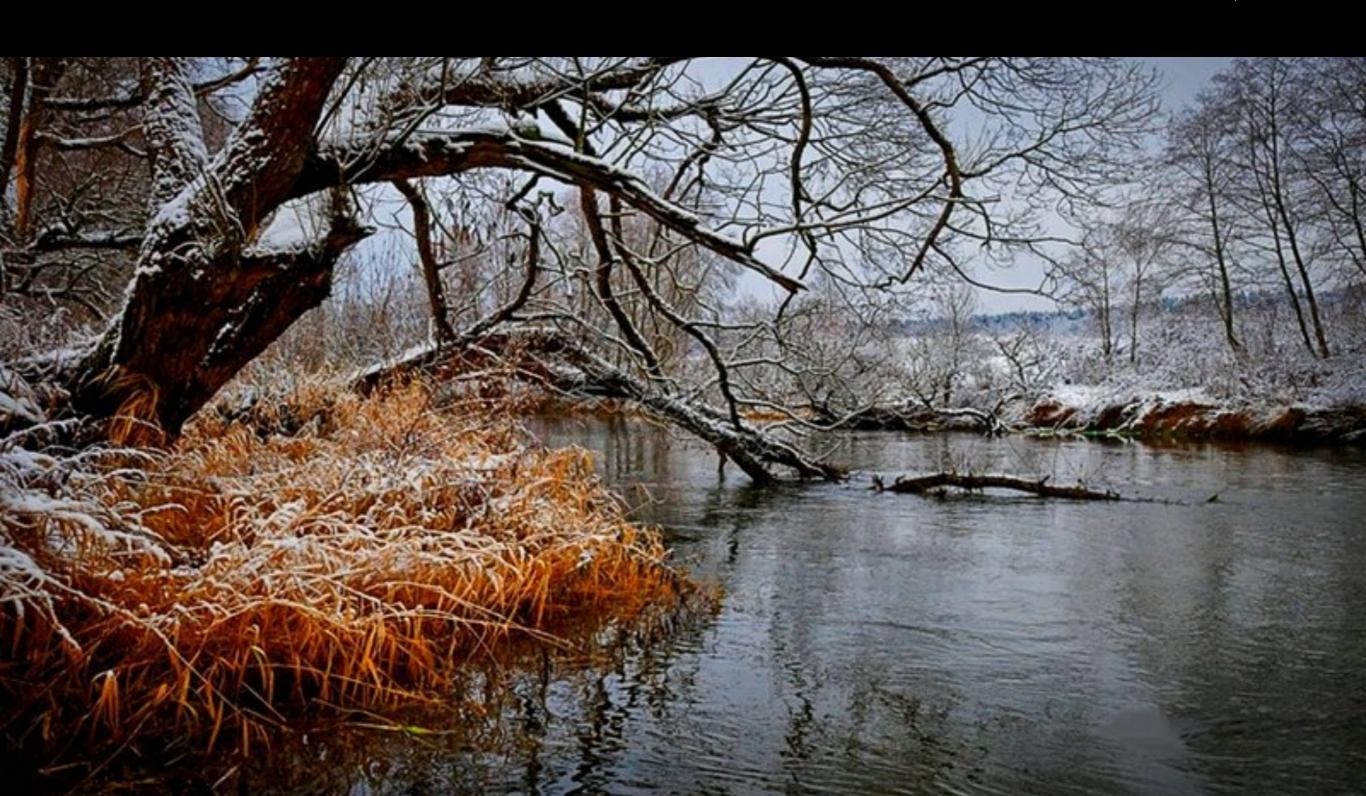- Need help? Reach out to a member of the team for help.

REIMBURSEMENT CHECK

- Inform A/R and the mailroom when the reimbursement check is coming

- Tagged **"CARES K12 Wireless Improvement, Project #32"**

- Comes from the **University of Utah**

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

TAGGED INVENTORY

KEEP EXCEL SHEET UPDATED IN WRIKE (IF YOU MOVE ACCESS POINTS AFTER 12/30)

"Notify project team when you are done with your installs."

–JOLEEN HALE