Career, Technical and Agriculture Education
FY 2018 CRE Close-Out Process
February 5, 2018

Cheryl Clemons
CTAE Program Manager
Accountability and Finance
1752 Twin Towers East
205 Jesse Hill Jr. Drive
Atlanta, GA 30334
Tel: 404-463-5279
Fax: 404-651-8984
Email: cclemens@doe.k12.ga.us
It’s a Long Road
CRE Bond Grant Guidance – Your GPS

CAREER, TECHNICAL AND AGRICULTURAL EDUCATION

Construction-Related Equipment (CRE) Bond Grant Guidance
Funding Year – FY2018

Georgia Department of Education
Career, Technical and Agricultural Education
1752 Twin Towers East
Atlanta, Georgia 30334

Winter Conference 2018
What if My System Needs to Return Funds?

• Superintendent sends e-mail to lplan@doe.k12.ga.us
  • Include name of system
  • Facility
  • Program
  • Amount of funding that will be returned
  • Reason funds are being returned
Overview of CRE Purchase and Reimbursement Process

- Obtain quotes for selected items
- Submit quotes to Program Specialist for review
  - Optional but if not reviewed, you are on your own
- Purchase/Receive/Items
- Pay for items
- Record items on inventory (GaDOE form preferred)
- Submit invoices via Invoice Application System
- Receive Reimbursement from GSFIC/GaDOE
It’s All About the Invoice
Critical Information

• All invoices must be submitted via GAORS within 90 days of invoice date.

• All purchases must be made between July 1, 2017 and June 30, 2018.

• Purchases made after June 30, 2018 will not be approved.

• All invoices must be submitted by July 31, 2018.

• Upload separate GaDOE CREQ Inventory Control Document to FY 19 Con App - Attachment Tab (one per program funded).
Invoice Upload Issues

• Invoices saved up and loaded in mass
• Invoice dates exceed 90 days when submitted
• Uploaded invoice total does not match invoice total in GAORS upload
• Invoice Uploads include attachments, i.e. PO’s, checks, review emails, other emails
Invoice Upload Issues (cont.)

- School and program/lab name not on invoice
- Shipping and handling charges on invoice
- Items claimed on invoice cost less than $100 per unit
- Invoice is not legible
- Description does not include the item name
- Items claimed on invoice are not indicated
It’s All About the Invoice

• **Who** is the recipient of the item?
• **What** is being purchased?
• **When** was the item purchased?
• **Where** will the item be used?
• **How** much does the item cost?
• **Why** is this item eligible for reimbursement?
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gadoe.org

Winter Conference 2018
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**GTS Graphic Technology Solutions**
4494 Acworth Industrial Drive, Suite 101
Acworth, GA 30101
Ph: 770-974-9114 | Fax: 770-974-9115

**Graphic Communications Lab - Walton High School**

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**Bill To**
Financial Services Division
Cobb County Board of Education
PO Box 1288
Marietta, GA 30061-1288

**Ship To**
Den Campagna/OW
Walton High School
1590 S Mtsook Road
Marietta GA 30062

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<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Terms</th>
<th>Rep</th>
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**Description**

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<th>Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>U/M</th>
<th>Price Each</th>
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<td>1</td>
<td>BN-20</td>
<td>Roland BN-20, 20&quot; VersaStudio 6 Color Printer/Cutter, USB Connectivity, 1 Year Trouble Free Warranty Parts and Labor, VersaWorks RIP Software and BN-20 Utility Software, USB and Power Cable. Photo-realistic Print up to 1440 DPI with Roland Intelligent Pass Control *Please Qualify Your Design Software. Adobe Illustrator, InDesign, CorelDraw And Fleix Are Plug and Play!</td>
<td>8,100.00</td>
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<td>ESL3-CY</td>
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<td>Estimated LTL, Insurance Freight</td>
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**RECEIVED**
DEC 04 2017
COBB COUNTY SCHOOL DISTRICT
ACCOUNTS PAYABLE

**Total**
$8,100.00

**Payments/Credits**
$0.00

**Balance Due**
$8,100.00

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**Winter Conference 2018**

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Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Winter Conference 2018

<table>
<thead>
<tr>
<th>CLIN Item</th>
<th>Material Description</th>
<th>Quantity</th>
<th>Unit Price</th>
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<td>N92GB2, FRINGE, GANGING CONNECTOR BRACKET, PKG 2</td>
<td>4 PCE</td>
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<td>0020</td>
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<td>FRONT SEAT GROMMET</td>
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Terms of sale are Subject to Change Prior to Shipment. Our goods are packed securely by experienced packers, and are shipped at risk of owner or consignee. We cannot be responsible for loss or damage after we take carrier's receipt. If goods arrive in damaged condition, mark your receipt accordingly, and thereby have recourse on the transportation company.

Finished Goods w/ Composite Wood Comply w/ California Code of Regs. §93120
<table>
<thead>
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<td>B1100</td>
<td>Digital Forensics with FRED 1-day Class (Coupon)</td>
<td>1</td>
<td>5,999.00</td>
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</table>

Order 36098

Subtotal: 5,999.00
Sales Tax: 0.00
Shipping: 150.00

Total Invoice Amount: 6,149.00
Payment/Credit Applied: 0.00

Total Due (USD): 6,149.00

Overdue invoices are subject to late charges.
### ORIGINAL INVOICE

<table>
<thead>
<tr>
<th>GRAINGER ACCOUNT NUMBER</th>
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<tr>
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<tr>
<td>INVOICE DATE</td>
<td>06/14/2017</td>
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<td>DUE DATE</td>
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<td>AMOUNT DUE</td>
<td>$372.66</td>
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**SHIP TO:**

ATTN: KARRIE BETH RYKOWSKI
VICKERY CREEK MIDDLE SCHOOL ENGINEERING LAB
CUMMING GA 30040-7379

**BILL TO:**

FORSYTH COUNTY Bd OF EDUC
1120 DOVALONEGA HWY
CUMMING GA 30040-4936

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**DESCRIPTION**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
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<td>REWEAR MACHINE WHITE,23 STITCH PATTERNS, MANUFACTURER # 4423</td>
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<td>196.33</td>
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**INVOICE SUB TOTAL** $372.66

**AMOUNT DUE** $372.66

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**PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT**

---

**BILL TO:**

FORSYTH COUNTY Bd OF EDUC
1120 DOVALONEGA HWY
CUMMING GA 30040-4936

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**REMIT TO:**

GRAINGER
DEPT. 800315475
PALATINE, IL 60068-0001

---

**ACCOUNT NUMBER** 800315475
**DATE** 06/14/2017
**INVOICE NUMBER** 9472398867
**AMOUNT DUE** $372.66

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For comments or change of address, enter information on reverse side.
Cheryl Clemons
Program Manager, Finance and Accountability
cclemons@doe.k12.ga.us

http://gadoe.org/surveys/CTAE-FP5Q7ND