

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

Cheryl Clemons

CTAE Program Manager  
Accountability and Finance

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# It's a Long Road



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# CRE Bond Grant Guidance – Your GPS



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## 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



# What if My System Needs to Return Funds?



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[ga.doe.org](http://ga.doe.org)

- Superintendent sends e-mail to [lplan@doe.k12.ga.us](mailto: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



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- 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



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**TRIGREEN EQUIPMENT** Agriscience Grant

TriGreen Equipment, LLC  
28885 John T Reid Pkwy.  
Scottsboro, AL 35768  
(256) 269-0704  
www.TriGreenEquipment.com

**DADE COUNTY HIGH SCHOOL**

**SALES INVOICE** 3314974  
Invoice No: 6/30/2017  
Date: 1 of 1  
Page: 2888  
Cust PO No: Account  
Tax Exempt No:  
Payment Type:

INVOICE TO: 99006722  
DADE COUNTY BOARD OF EDUCATION  
AMY COLE  
PO BOX 188  
TRENTON GA 30752-0188

DELIVER TO: 99006722  
DADE COUNTY BOARD OF EDUCATION  
AMY COLE  
52 TRADITION LN  
TRENTON GA 30752-0188

Home Phone: 708-657-4361  
Work Phone: 708-657-4361

STOCK UNIT DETAILS	Eq ID	PN	REF No	HRS	SALE PRICE
STOCK No. TYPE MAKE MODEL	GLH0012830	1XFAB13GLH0012830	01546622		\$650.00
241235 New Frontier AP13G	GTG0005298	1XFAP13GTG0005298	01570223		\$950.00
243379 New Frontier AP13G					<b>\$1,600.00</b>
					VALUE
					\$1600.00
					<b>\$1,600.00</b>

**INVOICE ALLOCATION**  
DESCRIPTION  
Transfer to DADE COUNTY BOARD OF EDUCATION, customer number

650.00 - Hayspear  
950.00 - Forklift Attachment

Salesperson: JEFF WEBB	\$1,600.00
Total Selling Price	\$0.00
Plus Freight and Handling:	\$0.00
Plus Insurance:	\$0.00
Less Discount:	\$0.00
Plus Stamp Duty:	...

Less Net Equity from Trade In(s):	\$0.00
Plus Refund:	\$0.00
Less Pre-Trade Payment:	\$0.00
Less Deposit:	\$0.00
Less From Finance Contract:	\$0.00
Less Invoice Payment:	\$0.00
<b>Amount Due:</b>	<b>\$1,600.00</b>

# Critical Information

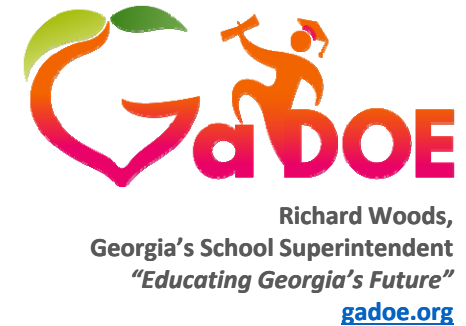


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- All invoices must be submitted via GAORS within 90 days of invoice date.
- All purchases must be made between July 1, 2017 and June 30, 2018.
- Purchases made after June 30, 2018 will not be approved.
- All invoices must be submitted by July 31, 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.)



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- 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



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[gaedoe.org](http://gaedoe.org)

- **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?



**ATLAS  
GREENHOUSE**

9596 US 82, PO BOX 558  
ALAPAHA, GA 31622

PH: 229-532-2905  
PH: 800-346-9902  
FAX: 229-532-4600

2/11  
#20

MANUFACTURER OF  
QUALITY STEEL STRUCTURES AND ACCESSORIES

Thomas County Board of Education  
200 North Pinetree Blvd  
Thomasville, GA 31792

Ship To  
Bishop Hall Charter School  
John Hebron 229-225-3905  
220 North Pinetree Blvd  
Thomasville, GA 31792  
jhebron@tsjackets.net

INVOICE



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P.O. Number		Terms	Rep	Ship	Via	F.O.B.	Date	Invoice #
00-041420		PO	Jim	1/11/2018	ABF		1/11/2018	2227
Quantity	Item Code	Description			Price Each	Amount		
1	Educator	24' x 36' Educator Greenhouse PACKAGE			44,762.49 0.00%	44,762.49T 0.00		
<b>TERMS &amp; CONDITIONS:</b>						<b>Total</b>	\$44,762.49	
PAYMENT DUE UPON RECEIPT. PLEASE PAY FROM THIS INVOICE. STATEMENTS ARE ISSUED UPON REQUEST ONLY. A FINANCE CHARGE OF 1 1/2% PER MONTH IS ADDED ON ALL INVOICES OVER 30 DAYS OLD.								
<b>THANK YOU FOR YOUR BUSINESS</b>								



4494 Acworth Industrial Drive, Suite 101  
 Acworth, GA 30101  
 Ph: 770-974-9114 | Fax: 770-974-9115

# 69864

IN 186747 12/4  
 Invoice

Graphic Communications Lab -  
 Walton High School

Date	Invoice #
11/30/2017	16047



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

**Ship To**  
 Dan Campagna/K. Owen B  
 Walton High School  
 1590 Bill Murdock Road  
 Marietta GA 30062

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
PD18416100161	Net 30		11/30/2017	ONSITE		
Quantity	Item Code	Description	U/M	Price Each	Amount	
1	BN-20	Roland BN-20, 20" VersaStudio 5-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 Printing up to 1440 DPI with Roland Intelligent Pass Control *Please Qualify your Design Software. Adobe Illustrator, InDesign, CorelDraw! And Flexi are Plug and Play!		8,100.00	8,100.00T	
1	ESL3-CY	ROLAND 220 MAX CYAN- MSRP \$72.99		0.00	0.00T	
2	ESL3-MG	ROLAND 220 MAX MAGENTA- MSRP \$72.99		0.00	0.00T	
1	ESL3-YE	ROLAND 220 MAX YELLOW- MSRP \$72.99		0.00	0.00T	
1	ESL3-BK	ROLAND 220 MAX BLACK- MSRP \$72.99		0.00	0.00T	
1	Freight to Cust...	Estimated LTL Insured Freight			0.00T	
		FREE - Onsite Site Set up & Training * GTS Premier Support Plan - Unlimited After Sale Support \$1200 VALUE Out-of-State Sale, Exempt From Sales Tax		0.00%	0.00	
				<b>Total</b>	<b>\$8,100.00</b>	
				<b>Payments/Credits</b>	<b>\$0.00</b>	
				<b>Balance Due</b>	<b>\$8,100.00</b>	

RECEIVED  
 DEC 04 2017  
 COBB COUNTY SCHOOL DISTRICT  
 ACCOUNTS PAYABLE

Header Tag : A335548-1-68-FULTON



**Invoice Details**

CLIN Item	Material Description	Quantity	Unit Price	Amount
1 0010	N92GB2 FRINGE, GANGING CONNECTOR BRACKET, PKG 2 Item Tag: ROOM 202 NATIONAL GSA SIN: 711-11	4 PCE	31.68 /1 PCE	126.72
2 0020	N92B2 FRINGE, BENCH, TWO SEAT Item Tag: ROOM 202 NATIONAL With the following configuration: UPHOLSTERY GRADE                    GRADE 2 UPHOLSTERY PATTERN COLOR        SEDONA PLATEAU FRONT SEAT GROMMET                NO FRONT SEAT GROMMET END SEAT GROMMET                  NO END SEAT GROMMET LEG MATERIAL/FINISH                METAL LEG, PLATINUM METALLIC GLIDE                                    SOFT GLIDE GSA SIN: 711-16	4 PCE	813.89 /1 PCE	3,255.56



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



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<b>Customer ID</b>	<b>Customer P.O. #</b>	<b>Payment Terms</b>	
SAV31401	0464705	Net 30 Days	
<b>Buyer</b>	<b>Shipped Via</b>	<b>Ship Date</b>	<b>Due Date</b>
	UPS Ground	6/15/17	7/15/17

Item	Description	Quantity	Unit Price	Extension
	UPS Tracking Number: 1Z03A5R80376426348			
F1120	FRED Forensic Recovery of Evidence Device - i7 System with Monitor and Toolbox S/N F0175040446	1	5,999.00	5,999.00
B1100	Digital Forensics with FRED 1-day Class (Coupon)	1		
Order 36098				
Subtotal				5,999.00
Sales Tax				0.00
Shipping				150.00
Total Invoice Amount				6,149.00
Payment/Credit Applied				0.00
<b>TOTAL DUE (USD) \$</b>				<b>6,149.00</b>

Check/Credit Memo No:

Overdue invoices are subject to late charges.



**GRAINGER**

6655 CRESCENT DRIVE  
NORCROSS, GA 30071-2934  
www.grainger.com

PAGE 1

**ORIGINAL INVOICE**

GRAINGER ACCOUNT NUMBER 800315475  
INVOICE NUMBER 9472398867  
INVOICE DATE 06/14/2017  
DUE DATE 07/14/2017  
AMOUNT DUE \$372.66

SHIP TO  
ATTN: KARRIE BETH RYKOWSKI  
VICKERY CREEK MIDDLE SCHOOL  
ENGINEERING LAB  
6240 POST RD  
CUMMING GA 30040-7378

PO NUMBER: 20085603-00  
CALLER: DARLENE ALBERSON  
CUSTOMER PHONE: 7707813156  
ORDER NUMBER: 1293443478  
INCO TERMS: FOB ORIGIN

BILL TO  
FORSYTH COUNTY BD OF EDUC  
1120 DAHLONEGA HWY  
CUMMING GA 30040-4536



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THANK YOU!

FBI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	33L640	SEWING MACHINE WHITE,23 STITCH PATTERNS MANUFACTURER # 4423  Delivery #6363145412 Date Shipped:06/14/2017 Carrier: UPS GROUND No.of Pkgs: Wt: 34.580 Trk #:1Z3018W70352189476 SHIPPED FROM: DC MACEDONIA 935 8211 BAVARIA ROAD,MACEDONIA,OH 44056-2259	2	186.33	372.66

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (i) DISPUTE RESOLUTION REMEDIES, AND (ii) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT WWW.GRAINGER.COM  
PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURNS

INVOICE SUB TOTAL 372.66

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE; NO STATEMENT WILL BE SENT. PAYMENT TERMS Net 30 days IN U.S. DOLLARS.

AMOUNT DUE \$372.66

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT

BILL TO:  
FORSYTH COUNTY BD OF EDUC  
1120 DAHLONEGA HWY  
CUMMING GA 30040-4536  
UNITED STATES OF AMERICA

REMIT TO:  
GRAINGER  
DEPT. 800315475  
PALATINE, IL 60038-0001

800315475947239886710000372661000000010000000100000017071437

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

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE





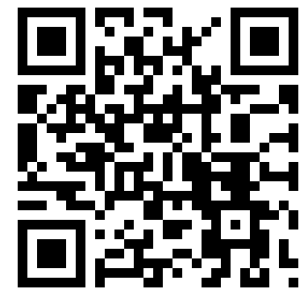
Partners  
Educating  
**Georgia's**  
Future Workforce

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**Georgia Department of Education**



Cheryl Clemons  
Program Manager, Finance and Accountability  
[cclemons@doe.k12.ga.us](mailto:cclemons@doe.k12.ga.us)



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