



Washoe County School District Grants Department  
P.O. Box 30425 Reno, NV 89520

*Lauren Belaustegui Ohlin, Director of Grants*  
*Jill Murdock, Grant Fiscal Administrator*

Date: August 9, 2022

To: WCSD Schools and Departments

Fr: Jill Murdock, Grant Fiscal Administrator

Re: 2023 Grant Department updates

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As we begin the new year, we would like to moment to update you on a few Grant Department policies around documentation and P-Card processing.

**As of July 1, 2022**, we will only accept **original documentation** for all Travel Reimbursement Claims, Mileage Claims, Stipends, Leave Request Forms and Check Requests with original signatures. An exception was made over the last 2 years due to COVID, but we are now returning to requiring original documents.

**REMINDERS FOR BOOKING TRAVEL OR VIRTUAL PROFESSIONAL DEVELOPMENT:**

**An approved and signed Leave Request form is required prior to booking travel or registration for conferences, whether they are off site or virtual.** When sending Leave Request forms to the Grant Department please include the agenda and the GSA print out from the GSA website. Please be sure to complete the form with the correct account number and have a supervisor sign the form. Incomplete or unsigned forms will be returned. Please send the original Leave Request form to the Grants Department for approval. An emailed copy of the approved form will be returned to you. Please be sure to include this form and the backup documents in your Transaction Envelope and as an attachment with your Travel Reimbursement Request form.

**REJECTED TRANSACTION ENVELOPES:** Beginning in FY 2023, when a Transaction Envelope is rejected for incomplete documentation or other questions, we will email you with the reason for the rejection and you will then have **5 days** to complete and resubmit the rejected envelope. **Transaction Envelopes that are not resolved by the end of the 5-day period will be subject to deactivation of the grant card until the problem is resolved.**

**RECEIPTS AND DATES ON TRANSACTION ENVELOPES:** When attaching receipts to Transaction Envelopes, kindly make sure **all** the pages are turned the same way and all receipts are attached before submitting. All transactions for the cycle need to be reviewed and approved before creating the envelope. Your attention to these items will help us with auditing and downloading and we appreciate your help with this. When submitting your Transaction Envelope, please double check that the dates are correct as fixing the dates after submission can be complicated and create more work down the line.

**ADDITIONAL RESOURCES:**

P-Card dates are available on the website at the link below:

<https://www.washoeschools.net/cms/lib/NV01912265/Centricity//Domain/263/FY23%20TE%20DATES.pdf>

All P-Card Processes, tutorials, and updates from the P-Card team can be found at:

<https://www.washoeschools.net/Page/17733>

**CATEGORICAL GRANT PAYMENTS:**

All payments for a Categorical Grant should be sent directly to the Grants Department with a completed deposit transmittal. Please provide backup such as a copy of your monthly statement. The Grants Department will record your payment prior to sending it to the Business Office for deposit processing.

Thank you in advance for your attention to these important procedures. We appreciate your hard work to help us keep our records for grant reporting and auditing accurate and current. Please don't hesitate to reach out to us if you have any questions. For P-Cards and Categorical Grants please contact Michelle Robinson via email at [mrobinson@washoeschools.net](mailto:mrobinson@washoeschools.net) or by phone at (775)333-3752 for questions on documents you can contact Keely Lallement at [klallement@washoeschools.net](mailto:klallement@washoeschools.net) or by phone at (775)348-0277.