



south carolina **STATE LIBRARY**

Dear Project Manager,

The State Library is very exciting to have awarded you a subgrant from our federal fiscal year award 2011 grant from the Institute of Museum and Library Services. I wanted to take a minute to introduce myself and let you know of a few changes in the subgrant process if you have received an award from us in the past. My name is Paula James and I am the Finance Director at the State Library. In the past, Kathy Sheppard has handled both project management and financial reporting requirements. The State Library has decided for this and future grant periods to split those duties to better align the process. You will still contact Kathy Sheppard for all programmatic issues and reporting however, I will now be the point of contact for financial reporting requirements, reimbursement submissions, and budgetary changes.

Kathy and I will work closely together to monitor each subgrant. I am attaching a reference sheet that will give you helpful tips on completing the required financial documents. Also, for this and future grant cycles a new requirement will be the submission of a quarterly financial review to track the progress of the subgrant from a financial prospective.

Please let me know if you have any questions or concerns. All of the documentation provided in this letter will also be available to you online by visiting our website (<http://www.statelibrary.sc.gov/federal-aid-1sta>). We again congratulate you and wish you much success as you go forth with your subgrant project.

Sincerely,

Paula M. James
Director of Finance

Instructions for Project Managers:

Submission of Reimbursement Request:

1. Reimbursements Request should be sent as expenditures occur.
2. The reimbursement request form should be completed entirely and the original should be submitted to the State Library with all appropriate documentation of expenditures behind the form.
3. Appropriate documentation for expenditures are original invoices or for personnel, time sheets that show **both** hours worked, pay period and total amount paid. We can also accept payroll reports if the report contains the total hours worked, payment period, and total pay for the period.
4. Unacceptable documentation are purchase orders, packing slips, requisitions, or quotes.
5. If you are not seeking reimbursement for the total amount of an invoice or a total amount of time for personnel you should clearly document on the invoice or personnel sheets the amount of Ista funds that you are seeking reimbursement for.
6. The reimbursement form should be sent to:

Kathy Sheppard
P.O. Box 11469
Columbia, S.C. 29211

7. Kathy will review your request for reimbursement for programmatic requirements and will forward the request to Finance for final processing.

Submission of Budgetary Changes:

1. If you need to make changes to the categories in your budget plan, you will need to complete a revision form and submit it to Kathy Sheppard. Once she has approved the revision and updated your project she will send the financial information to Finance.
2. You cannot spend funds in any category other than what was in your original budget plan until a revision form has been approved.
3. The Revision form should be sent to:

Kathy Sheppard
P.O. Box 11469
Columbia, S.C. 29211

Submission of Quarterly Financial Review:

1. Quarterly reports should be submitted by the due dates as provided.
2. A separate instruction sheet for completing the report can be found on the website.
3. The quarterly report should be submitted to:

Paula James
P.O. Box 11469
Columbia, S.C. 29211