# Perkins Monitoring Review:

# Multicolored starburst element Fiscal Monitoring

Forward the following materials electronically to Kathleen Mercer at ktmercer@ksde.org Any items needing to be mailed can be sent to Kathleen Mercer c/o Kansas State Department Education, Career, Standards and Assessment Services, 900 SW Jackson St. Suite #653, Topeka, KS, 66612, to satisfy the desk audit component of the Perkins Monitoring Review:

1. Electronic copies of **all Perkins Expenditures Invoices**
2. Electronic copies of **all Perkins Purchase Requests**
3. Breakdown of **expenses from Perkins Budget page of the FY 2020 application**
4. Electronic copies of **FY 2020 of Perkins Accounts**
5. Time and effort sheets for any employee whose salary is paid through Perkins funds for FY 20:
	* If that person is paid less than 100% from the Perkins grant and/or
	* Spends less than 100% of their time on identified Perkins grant activities

**A tour of the district’s CTE facilities may be conducted, if necessary. During the on-site visit, the following items will be reviewed:**

* District and program/cluster inventory records
* Verify location of all equipment purchased with Perkins monies
* Verify that State ID tags are affixed to equipment purchased for $5,000.00 or more

For more information, contact:

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| **Name:** Kathleen Mercer**Title:** Perkins/IPS Coordinator**Team**: Career, Standards and Assessment **Phone:** 785.296.2307**Email:** ktmercer@ksde.org |  | Kansas State Department of Education900 S.W. Jackson Street, Suite 102Topeka, Kansas 66612-1212[www.ksde.org](http://www.ksde.org/) |