

Eric Seachrist

From: Eric Seachrist
Sent: Monday, September 23, 2013 3:19 PM
To: Supervisors
Subject: Expenditures at the end of a grant's fiscal year

This email applies only to supervisors and program managers who handle grants programs. ***Supervisors – please forward this email to appropriate parties under your supervision.***

As a reminder, it is SCPH policy that program supervisors avoid making purchases within the final 45 days of a grant's fiscal year, unless the purchase is specifically identified in the grant budget submitted to ODH or another overseeing body (such as US HUD.)

If a purchase must take place during that 45-day time frame, written authorization must be solicited from the Grants Services Unit via GMIS - ***or from the appropriate agency providing oversight*** – and the purchase must be explained in writing as to how the good or service benefits the program during the funded fiscal year. I will not authorize purchase requests otherwise.

Thank you ,

Eric Seachrist, MGA
Fiscal Officer

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