

Trina M Lee, Administrator

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Number: VR-PT 17-01

Issue date: 02/27/2017

Due date: Immediately

Topic: Vocational Rehabilitation: Fiscal Policy

Subject: Purchases for Equipment and Other Expenditures

Applies to (check all that apply):

<input type="checkbox"/>	Vocational Rehabilitation – All Staff
<input type="checkbox"/>	Vocational Rehabilitation – Executive Team
<input checked="" type="checkbox"/>	Vocational Rehabilitation - Administration
<input checked="" type="checkbox"/>	Vocational Rehabilitation – Branch Managers
<input type="checkbox"/>	Other (please specify)

Policy:

Effective immediately, Oregon Vocational Rehabilitation will request written approval from the federal Department of Education prior to incurring indirect costs or special or unusual costs paid by the program. The purpose of the advance request is to avoid subsequent disallowance or dispute based on unreasonableness or nonallocability.

A written request to purchase capital expenditures for special purpose equipment for items with a unit cost of \$5,000 or more will be sent to the Federal awarding agency or pass-through entity prior to purchase.

The following items require prior approval from the Federal awarding agency:

- ◆ [§200.201 Use of grant agreements \(including fixed amount awards\), cooperative agreements, and contracts, paragraph \(b\)\(5\);](#)
- ◆ [§200.306 Cost sharing or matching;](#)
- ◆ [§200.307 Program income;](#)
- ◆ [§200.308 Revision of budget and program plans;](#)
- ◆ [§200.311 Real property;](#)
- ◆ [§200.313 Equipment;](#)
- ◆ [§200.332 Fixed amount subawards;](#)
- ◆ [§200.413 Direct costs, paragraph \(c\);](#)
- ◆ [§200.430 Compensation—personal services, paragraph \(h\);](#)
- ◆ [§200.431 Compensation—fringe benefits;](#)
- ◆ [§200.439 Equipment and other capital expenditures;](#)
- ◆ [§200.440 Exchange rates;](#)
- ◆ [§200.441 Fines, penalties, damages and other settlements;](#)
- ◆ [§200.442 Fund raising and investment management costs;](#)
- ◆ [§200.445 Goods or services for personal use;](#)
- ◆ [§200.447 Insurance and indemnification;](#)
- ◆ [§200.454 Memberships, subscriptions, and professional activity costs, paragraph \(c\);](#)
- ◆ [§200.455 Organization costs;](#)
- ◆ [§200.456 Participant support costs;](#)
- ◆ [§200.458 Pre-award costs;](#)

- ◆ [§200.462 Rearrangement and reconversion costs](#);
- ◆ [§200.467 Selling and marketing costs](#);
- ◆ [§200.470 Taxes \(including Value Added Tax\)](#); and
- ◆ [§200.474 Travel costs](#).

Applicability:

Title 2, Subtitle A, Chapter II, Part 200, Subpart E, §200.407

URL: http://www.ecfr.gov/cgi-bin/text-idx?SID=10f34cdb5df1422174358acaaea3bfad&node=se2.1.200_1407&rgn=div8

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

Field/stakeholder review:

Yes No If yes, reviewed by: SRC Policy Committee

Procedure(s):

[VR policy that pertains to the issue; OAR (for VR or DHS or DAG); ORS for Vocational Rehabilitation; Federal Regulations or legislation – in this order]

Training requirement:

[Some action transmittals may require training to be completed.]

If you have any questions about this action request, contact:

Contact(s):	Judy Barker, Budget & Performance Analysis Manager		
Phone:	503-945-6217	Fax:	503-945-5052
Email:	JUDY.A.BARKER@dhsoha.state.or.us		

Attachments:

An example of an email to make a request will be attached.