# Grant Compliance Required Documentation Matrix

<table>
<thead>
<tr>
<th>Grant Budget Amendment (if applicable)</th>
<th>Purchasing Equipment</th>
<th>Purchasing Materials</th>
<th>Purchasing Service (w/o Students)</th>
<th>Purchasing Service (w/ Students)</th>
<th>Professional Development</th>
<th>Extra Curricular Activities</th>
<th>Professional Conferences</th>
<th>PI Meetings w/ Snacks</th>
<th>PI Mailings</th>
<th>PI Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any expenditure that differs from a school's Federal Budget Addendum in SMS requires an edit assuming it's consistent with the Schoolwide Plan. For central offices, a grant budget amendment may be required</td>
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**Grant Quotation Form**

- Only required for goods NOT on a master contract
- Also required for micro-purchases to document "necessary" and "reasonable"
- Only required for goods NOT on a master contract. Also required for service micro-purchases

**LCA (Insurance, Budget Breakdown, Clearances, supporting documentation)**

**Meal Request Form**

**PD/EC Request Form**

**PD/EC Faculty Sign-in Sheet**

**PD/EC Student Sign-in Sheet**

**PD1/RX1/PG1 Advantage Document**

**RQI Advantage Document**

**SC Advantage Document**

**SEH-324**

**SEH-194**

**SEH-195**

**SRC Resolution (IF LCA threshold is exceeded)**

**Technology Override (if applicable)**

**Turn Around Plan**

**Supporting Documentation**

**Distribution Plan**

- Reminder: after grant overrides have been applied in Advantage Financial for goods/services, it is the responsibility of the administrator to apply their second level approval to all advantage documents to ensure purchase orders are processed in a timely manner. Consult with your Grants Compliance Monitor regarding any questions or concerns. 8/4/16.