



WHOLE MEASURES – MINI GRANT DISPERSAL CHECKLIST

For guidelines and resources, see the CFS Team blog:
<http://fyi.uwex.edu/cfsi/>

Unless otherwise specified, contact:
 Jim Smith, Fiscal Specialist:
jim.smith@ces.uwex.edu,
 Direct Line: 608-262-2655

	Item:	Action:	Description
<input type="checkbox"/>	Consumable Supplies:	Submit a list and vendor contact	Items such as seeds, potting soil, soil testing, tools, wheel barrows, wagons, water spigots and lumber for raised beds:
<i>Note: Printed t-shirts identifying students with a project are submitted as supplies, see printing services below for ordering.</i>			
<input type="checkbox"/>	Water bills:	Submit an invoice specifying the water utility name and address.	
<input type="checkbox"/>	Structure and equipment approval:	For structure (shed) and equipment (fencing) approval, submit an itemized list describing use and cost estimates <i>before purchasing</i> .	
<input type="checkbox"/>	Professional services:	Such as a speaker: Submit an invoice including speaker's total cost and hourly rate, tax ID or Social Security number <i>at least one month before the event</i> .	
<input type="checkbox"/>	Printing services:	For printing costs over \$49.99 go through DoIT in Madison a month in advance. For t-shirts identifying students with a project, submit a request for supplies with number needed <i>at least a month before date needed</i> .	
<input type="checkbox"/>	Travel:	Within a week, submit a TER identifying the project and describing project travel need, destination, distance, type of vehicle according to published guidelines.	
<input type="checkbox"/>	Transporting students to an event:	Work with your 4-H Educator to complete all paperwork needed for youth participation, trained volunteers and transportation according to published guidelines. <i>Allow lead time to complete paperwork in advance.</i>	
<input type="checkbox"/>	Bus or meeting space rental:	Meeting and bus rental involves an approval process. For meeting space contact Katy Sticha at least 1 month in advance. For bus rental, at least 2 months in advance. <i>Always provide as much lead time as possible.</i>	
<i>Note: Contact: katy.sticha@ces.uwex.edu. Follow published guidelines and make sure you contact Katy to confirm you are using an approved vendor.</i>			
<input type="checkbox"/>	Meals:	Purchase meals from a vendor according to guidelines through: katy.sticha@ces.uwex.edu	