

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.400.2

Revenues - Grants

Grants - Administrative Procedure

Grants for educational purposes may be sought when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Applicants should notify the Grant Accountant for accounting guidance when an award has been received.

If approved by the Superintendent, grants awards of \$10,000 or more must be accounted for in the School District's General Fund. Grant awards of less than \$10,000 must be handled as a restricted account in the applicable school's account.

Uniform Grants Guidance

The Executive Director of Finance shall be responsible for developing the Uniform Grants Guidance that will contain the internal controls and grant management standards used by the district to ensure that all federal funds are lawfully expended. All controls and standards used by the school district shall comply with board policy and state and federal laws.

Annually, the Executive Director of Finance shall ensure that the Uniform Grants Guidance is reviewed and revised, as needed, to align with the district's practices as well as to align with any updates to financial reporting requirements found in federal law and regulations.