

# SSARCC-FA Tips

1. Identify the Director FA/manager (person in charge of FA) as the Designated Coordinating Official.
2. Time basis of positions will be a focus, as we definitely want to be able to compare staffing year to year.
3. Approved exception requests will be tracked and as a result, a failure to secure approval could result in disallowed expenses and repayment of categorical funds.
4. Include Title IV required Audit Expenses if identified or billed separately for the financial aid program audit.
5. Include FWS or CWWS employed in FA both federal/state share and any institutional match.

## NOT PERMITTED

- Staff expenditures from categorical funding or as part of the MOE that do not report to the FA Director
- Office supplies from categorical funding
- No maintenance contracts on office equipment from categorical
- No office equipment other than allowable computers and peripherals from categorical funding
- Only hardware/software solely dedicated and used in and for financial aid is permitted from categorical or included in MOE

## MORE DETAIL IS BETTER THAN LESS

- Larger dollar line items should provide a thorough explanation of expenditure (categorical or MOE) what was purchased specifically and for what purpose.
- Promotional items should:
  - i. Specify the type and purpose and should not be rolled up into an aggregate number for the year
  - ii. Each item or invoice should be reflected separately
  - iii. The use of these items shall be for FA outreach and awareness not general outreach and awareness
  - iv. No more than 3% of your SFAA Capacity funds should be spent for promotional items
- Contracts from multiple vendors for a variety of services should be listed separately and identify the service provided/purpose of expenditure.
- Food/refreshment cost should specify:
  - i. The purpose and/or event number served and whether the event was for FA only, or a combination of groups/general students
  - ii. They should not be rolled up into an aggregate number for the year but reported separately

***More detail in the explanation explaining the purpose of the expenditure, the equipment, or nature or strategy will result in less rejected reports and calls/emails for clarification.***