

Managing a CTL Project at Normandale Community College

This guide is intended to help you administer a CTL grant at Normandale. The guide expands on the CTL Grants *Project Management Guidelines* by explaining the business and grant development procedures specific to our campus.

1. Prepare for transfer of funds
 - Bring the Grants Funds Transfer Form you received from CTL to Mary Ernst in the Accounting Office. She will arrange for the funds transfer and assign a cost center number to your project.
2. Arrange for budget reports to be sent to you
 - Mary Ernst will send you regular reports about activity in your cost center
3. Learn about purchasing and contracting rules and process.
 - You must pay for expenses from your cost center. You may not pay for expenses from another cost center and reimburse from your CTL grant funds.
 - Visit the Fiscal Services Inet site for information about business expenses, reimbursements, travel, purchasing, and procurement: I:\INet\Public\Fiscal_Services\home.htm. In general, The State requires all purchases of goods and services to be encumbered prior to ordering. Any purchase made without a completed purchase order in place will become your personal responsibility to pay until you receive an exemption. If the amount is more than \$500.00 you will need to complete Purchasing Violation Form 16A.
 - Submit an Out of State Travel/Special Expense Approval/Authorization form to Terry Pelzel in the Accounting Office before you begin making purchases (for food, lodging, travel).
 - Complete a Requisition for Purchase order form for each vendor you are using and submit it to Terry in the Accounting Office.
 - Fill out a Consultant/Professional/Technical contract for non-MnSCU speakers. Obtain their social security or federal ID number. Submit it to Terry.
 - If applicable, have event participants complete a State Employee Expense Report.
 - Send all invoices (speakers, hotels, catering, etc.) to Corrine Simi in the Accounting Office. Write the corresponding purchase order number on the invoices.
 - If you are soliciting other funding or donations, be sure to inform Mary Ernst.
 - Remember that stipends are not distributed until the completion of the project.
4. Submit final report to MnSCU CTL
 - Tabulate and summarize any evaluations
 - Write a letter describing your project and its outcomes
 - Ask the Accounting Office for a printout of activity in your cost center
 - Compile a packet of all materials from your project (the above, plus announcements, handouts, publicity, agendas, etc.)
 - Send the packet of material to MnSCU CTL, ETC Building – Suite 300, 1450 Energy Park Drive, St. Paul, MN 55108
 - Send a copy of the packet to Mary Krugerud, Grant Development Director, Room L2791