

Fiscal Year End Processing / Requisition Submission

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

- Submissions can be made to SBA at any point
 - Not limited to monthly submissions as in the past
- Construction Fund (NEEDS/MCS) have 13th month ending July 31
 - For NEEDS/MCS grants, please try to make requisition submissions that will include invoice service dates through June 30 by July 25.
 - This is not a FINAL cutoff as these can be submitted afterwards, but helps with our year-end processing/budgets
 - For 13th month transactions, ONLY invoices service dates through June 30 can be processed with 13th month funds
 - Anything with dates after June 30 will be processed in the next Fiscal Year
- We make Cash Flow, Budget and Forecasting reports based upon these dates and remaining balances. This is very important to ensure that we provide the best service to you.

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- Please try to limit submissions to one requisition per project, per Grant Award
 - If multiple schools/projects, a separate requisition can be used by not required.
 - All grant funds at our level are tied to the Grant Award amount.
 - Submit multiple invoices per requisition
 - Use SBA Reconciliation Summary to list invoices
 - **Preference, not requirement:** If internal tracking at County level needed, can submit multiple SBA Reconciliation Summary pages
 - » Please put them together at the beginning of the submission.
 - » Ensure last page has the grand total of all pages
 - » Put invoices in same order as Reconciliation Summary page

Requisition Reimbursement Form Examples

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

MIP **School Building Authority of West Virginia** **FY2024**

EXHIBIT A
Requisition Form

County: Calhoun Date: _____

Date(s) of Service: _____

SUBMIT TO:

School Building Authority of West Virginia
2300 Kanawha Boulevard, East
Charleston, West Virginia 25311-2306

Prepared by: _____
Email: _____
Phone: _____

1) Requisition Number: _____

2) Name of School: Calhoun Middle/High School

3) Name & Address of Payee: CALHOUN CO BD OF EDUCATION
540 ALAN B MOLLOHAN DR
MT ZION, WV 261518500

4) Amount: _____

- A. The expense listed above has been incurred as a cost of Project Grant Award **2400000005** effective **July 5, 2023**, by and between the School Building Authority of West Virginia and the undersigned County Board.
- B. A copy of the invoice(s) relating to this payment and a description of the work, materials or equipment are attached. Such materials are not subject to any lien or security interest and such funds will not be used to satisfy such lien or security interest.
- C. By affixing my signature, I certify that all requisitions from which payment was received the prior month have been paid to the vendor(s).

Dated this _____ day of _____, 20_____.

CALHOUN CO BD OF EDUCATION
540 ALAN B MOLLOHAN DR
MT ZION, WV 261518500

By: _____
County Superintendent

Common Delays in Requisition Reimbursement Processing

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

- Note: Documentation must be approved by SBA Finance Staff and the WV State Auditor's Office (WVSAO) before processing reimbursement
- Personally Identifiable Information on backup documents
 - Account Numbers
 - Banking Information
 - Check Numbers
 - FEIN
 - Other forms of PII
- Incorrect Date(s) of Service
 - Ensure that Requisition Dates of Service match to periods of time (i.e., PayApp from Contractor stating "through 8/31/25" should most likely be a period from 8/1/25 through 8/31/25, not just 8/31/25)
 - If not PayApp, use Dates of Service from invoice.
 - Please try to have Contractors, etc. note dates in the margins of PayApps.
 - WVSAO concerned that large dollar requisitions most likely covered a certain time period rather than one day.
- Print/Scan Quality
 - Avoid using markups on SBA copy except for:
 - Differences between invoices/requisition totals
 - To remove Identifiable Information
 - Notes/Other Items for SBA Purposes
 - Please avoid using highlights on copies sent to SBA

Holding Invoices/Larger Requisitions

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

- While the process of holding invoices for a larger requisition can be managed on our end, there are quarterly allotment limits, as well as fiscal year-end issues that can sometimes be problematic
- Submissions can be any time during the year (weekly, monthly, quarterly, etc.)
 - Longer holding times can lead to delayed reimbursement due to budget restrictions at our level.
 - We have had some submissions that encompass multiple years, so we ask for requisitions to be submitted within the same Fiscal Year of the work completed.

Contact Information

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

School Building Authority of West Virginia

2300 Kanawha Blvd., East
Charleston, WV 25311

304-558-2541

sba.wv.gov

Jordan.L.Kirk@wv.gov

For requisition submission questions, please contact Lisa
Wilkinson at the number above or by email at
Lisa.M.Wilkinson@wv.gov