



# Funding Request Process

TRAVIS PRICE – FINANCE MANAGER

6/15/22

# Aging Funding Notes

- ▶ GOYFF serves as the Fiscal Agent for and provides for the administration of the Aging Council
  - ▶ Funding is split into 3 categories
    - ▶ Federal 75%
    - ▶ State 25%
    - ▶ Donations – One time usage
- ▶ Funding is used for Staffing and Admin expenses as well as contracted expenses, events or sponsorships recommended by the Council.
- ▶ Any expenses must follow State and Federal regulations as well as GOYFF policies and procedures.

# Categories of Expenses

- ▶ Vendor Expenses
  - ▶ Is service or good on an existing statewide contract?
  - ▶ If no state-wide contract, is expense less than \$10,000?
  - ▶ If greater than \$10,000 Request for Quotes (“RFQ”) is required.
- ▶ Grant Expenses
  - ▶ Formal solicitation process (“RFGA”) is required regardless of size

# GOYFF Expense Request Process

1. GOYFF Staff inquires/researches need to determine if statewide vendors exist
2. GOYFF Staff completes a Purchase Order Request Form or Contract Request Form and submits to Accounting/Procurement Office.
3. Accounting/Procurement Office verifies contract and either prepares and routes Purchase Order or Contract for formal approval and obligation.
4. After PO/Contract is signed, GOYFF Staff receives copy giving them approval to place order.

# Aging Council Piece of the Process

- ▶ Council help identify and properly vet opportunities and/or non-administrative expense needs.
- ▶ Council members should discuss opportunity with GOYFF Staff member to determine budget availability as well as procurement requirements.
- ▶ Assuming project is possible, Council discusses details at council meeting approves direction.