

## PROCEDURES FOR SUBMISSION

Documentation time periods (GLOW posted date):

January 20, 2020 through April 30, 2020

May 1, 2020 through July 31, 2020

August 1, 2020 – September 20, 2020 (may be extended by Feds)

Submission dates:

now through July 31

August 1 through August 31

October 31 (may change if Feds require documentation earlier)

Submission email: [bvsc\\_fema@wmich.edu](mailto:bvsc_fema@wmich.edu)

- Per the submission dates stated above, complete the FEMA template's appropriate tab(s) and provide documentation to support the claimed expenses.
- The date(s) applicable to the documentation period is the transaction date on GLOW, not the date it hit a pro card, the date of a voucher or when the job was done. See example below.

Date	Ref#	Description	Actuals
<b>F/Dept: 236406270 Howard St. Plaza, Acct: 4353 Contracted Services-No 1099</b>			
<b>Func/Prog: ADMINISTRATIVE SUPP</b>			
<b>VP: VP BUSINESS&amp;FINANCE, VP/Coll: ASSOC VP FINANCE</b>			
08/15/2019	V01544620	16061 RW LAPINE IN 8830C	817.90
08/27/2019	V01545873	1567 OUTDOOR SERV 318C MOW	330.00
08/29/2019	P000038633	16407 RW LAPINE IN HOWARD S	5,220.06

- Submit the FEMA template and documentation only one time for the applicable time period.
- You may combine cost centers on one tab/template or create different tabs/templates for each cost center.
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### DOCUMENTATION

- The key to reimbursement is not only it being ruled an eligible expense, but the strength of the documentation. The more documentation provided, the better the chance of being reimbursed.
  - Per FEMA, documentation needs to show cost reasonableness.
    1. show current market price for similar goods or services via
      - historical documentation,
      - average costs in the area, and/or
      - published unit costs from a national cost estimating database;
    2. show supporting necessity of unique services or extraordinary level of effort;
    3. show supporting shortages, challenging procurement circumstances and length of time shortages/challenges existed (news stories, supply chain vendor reports/emails).
  - Additional information included on tabs of FEMA Template.

## JOURNAL ENTRIES

- After a transaction has been internally reviewed and accepted to formally submit to FEMA, two journal entries will be completed as such:
  1. Debit FEMA fund/cc, expense code charged in department  
Credit DEPT fund/cc supplied on template, expense code charged in department
  2. Debit Department fund/cc supplied on template, 4995  
Credit FEMA fund/cc, 8995
- ❖ Zero-dollar effect in both cost centers. Original expense remains in department. Moved to FEMA cost center for organizational purposes.