



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Janet C. Barresi

DATE: August 23, 2012

SUBJECT: Title IV, Part B - 21st Century Community Learning Centers and Title IV, Part A Safe and Drug Free Schools Late Claims

Pursuant to Oklahoma Administrative Code Rule 210:25-3-7 (12), "forms requesting reimbursement against any federal program section of the State Department of Education *must* be received or postmarked on or before August 1 ever year."

Hulbert Public Schools, Wagoner Public Schools and Hayworth Public Schools have provided a good cause letter of explanation and are in payable form.

Title IV, Part B - 21st Century Community Learning Centers

- 1) Hulbert Public Schools – District 11-I016 in the amount of \$88,031.82. The attached letter of explanation from the district states that as a result of a misplaced invoice and coding issues this final claim was delayed.
- 2) Wagoner Public Schools – District 73-I019 in the amount of \$56,406.89. The attached letter of explanation from the district states that as a result of personnel changes, the deadline requirements were missed.

Title IV, Part A – Safe and Drug Free Schools

- 1) Haworth Public Schools – District 48-I006 in the amount of \$3,363.29. The attached letter of explanation from the district states that as a result of a late invoice from a vendor the final claim was delayed.

State Board approval is requested.

Attachment

sj

HAWORTH PUBLIC SCHOOLS

HC 73 BOX 1
HAWORTH, OKLAHOMA 74740
580-245-1406 FAX: 580-245-2265

Home of the Lions



August 20, 2012

Oklahoma State School Board of Education
Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

Dear Board Members,

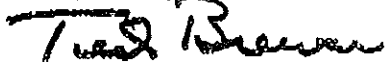
Please consider this request for the payment of the Title IV claim submitted by Haworth Public Schools.

We had one vendor that we were awaiting the receipt of an invoice (see attachment) to complete the expenditure of this grant. On August 8, 2012 we finally received a fax from said vendor of an invoice for our business office to pay for items received. Once the payment had been processed we submitted the claim for expenditures to the State Department of Education for reimbursement.

Our district has also had some personnel changes within our business office department. This summer we have had a new business manager join our district to replace our retiring business manager of 15 years. She was unaware that the August 1st deadline was applicable to the Title IV claims since the district was only awarded the grant in June. Now that she is settled into her new position, she will be keeping a closer eye on all claims that are to be filed for reimbursement.

We greatly apologize for the tardiness of this claim and have already made changes in our claiming process to ensure that this does not happen again.

Thank you for your consideration,



Ted Brewer, Superintendent
Haworth Public Schools

Tanglewood Research, Inc.

420-A Gallimore Dairy Road
Greensboro, NC 27409

Invoice

DATE	INVOICE #
6/28/12	11358

BILL TO
Haworth Public Schools Gall Sylvia Hw 73 Box 1 Haworth, OK 74740

SHIP TO
Haworth Public Schools Gall Sylvia Hwy 3 Haworth, OK 74740

P.O. NUMBER	TERMS	REP	SHIP DATE	SHIP VIA	COUNTY
fax	Net 30 Days	KNS	6/28/12		Greensboro NC

QTY	ITEM	DESCRIPTION	PRICE	AMOUNT
2	ASC Manual 3.0 Eng.	All Star Core Manual 3.0 version	100.00	200.00
2	SR Man Alc/Tob/Drugs	Senior Manual-Alcohol, Tobacco, and Other Drugs	35.00	70.00
140	ASC PM-ST-1-E-Eng	All Star Core Student Set-1 student. Excluded Verdon. (Includes: Worksheets, Certificate Mount, Invitation, Name Card, Game Score Card and Pre and Post Evaluation Survey	7.00	980.00
14	AS GC W. \$10.00 Shipping	All Stars-Wal Mart Gift Card \$10.00 Shipping and Handling	0.00	0.00
		Gall Sylvia 580-245-1440 gsylvia@haworth.k12.ok.us		0.00
		UPS Package 1 Tracking #: 1Z0AR7530390595125 manuals		0.00
		UPS Package 1 Tracking #: 1Z0AR7530397033406 student manuals		0.00
		UPS Package 1 Tracking #: 1Z0AR7530395126613 student materials		0.00

ENTERED

Total			\$1,312.50
Balance Due			\$1,312.50

Return Policy-Returns are accepted for credit/refund (minus a 15% restocking fee) within 60 days of purchase. Items must be in new condition. (No returns on surveys)

Phone # 336-662-0090

Fax # 336-662-0099

Handwritten initials: G.S.