Funding Request Process

TRAVIS PRICE – FINANCE MANAGER
6/15/22
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.