### Implementation Plan | Project Approval and Reimbursement Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Form:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Equipment Purchase Plan:</td>
<td>Used to identify your equipment requests. A separate form should be used for each project. Items on the request should be prioritized according to need. When you complete the Equipment Purchase Plan electronically, the total will automatically transfer to the Budget Summary by Project form, which is the first tab in the Excel workbook. If you complete the budget forms by hand, be sure to transfer the total of all equipment from the Equipment Purchase Plan to the Budget Summary by Project form. This form is necessary only if you have equipment requests. Please be detailed in your request.</td>
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<tr>
<td>2.</td>
<td>Budget Summary by Project:</td>
<td>Used to estimate all project expenses for which you will request reimbursement. All items on this form should be itemized by expense type. This form indicates the total project budget request amount. Transfer the total on this form to the Implementation Plan</td>
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<tr>
<td>3.</td>
<td>Implementation Plan</td>
<td>Project Approval:</td>
</tr>
<tr>
<td>4.</td>
<td>Instruction Allocation Budget Request Form:</td>
<td>Used to request reimbursement for instructional costs for ALI projects. This form is due with the Implementation Plan. Requests for instructional costs should not be submitted on the Budget Summary by Project form. Note: School Districts and Colleges are eligible for reimbursement up to 2.5 times membership.</td>
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</table>

Signatures are required on these forms. Forms with original signatures should be submitted to Billie Sikkila, Applied Learning Institute, 1001 West Chestnut Street, Virginia, MN 55792. To expedite the process, forms may be first scanned and submitted via email at b.sikkila@mr.mnscu.edu with the originals following via US mail.
All Implementation Plans must include the following:
- Implementation Plan | Project Approval Form
- Budget Summary by Project form
- Equipment Purchase Plan (if requesting funding for equipment)
- Equipment quotes – 1 quote for items $10,000-$24,999; 2 quotes for items $25,000 and above.

After all Implementation Plans have been reviewed, they will be assigned a project number. Implementation Plans will be brought before the ALI Cabinet for review and final approval. Upon approval, a fully signed copy of the Implementation Plan and budget requests will be returned to you for your records. School District business managers and College CFO’s will also receive copies of approved projects. From that point forward, all projects should be referenced by Project their number.

| 5. Request for Expenditure Reimbursement: | Completed by the School District business manager or College CFO after expenditures have been incurred and paid. ALI does not pay the vendor directly. The Request for Expenditure Reimbursement form should be accompanied by a copy of the vendor’s invoice, a copy of the receiving documents or other supporting documentation, and evidence of payment by the district. The project number from the Implementation Plan | Project Approval form should be referenced on the reimbursement form. Only items approved on the Budget Summary by Project form will be reimbursed. Requests for Instructional Allocation reimbursement are also submitted on this form. Approved instructional costs include instruction overload, sub teacher costs, and extra duty pay for instruction that occurs during the Summer months. Submit the form and supporting documentation to Billie Sikkila for approval and payment. Forms and supporting documentation will be accepted via email, fax, or US Mail. Payment to School Districts will be made immediately, provided all required documentation is present. Payment to Colleges is completed via appropriation transfer at the MnSCU System Office. Appropriation transfers will be conducted annually in March and June. |

Additional Information:

Reporting
A report of the project’s success will be presented to the Cabinet at the end of the year.

Payment
Project reimbursement will be deposited via electronic funds transfer directly to the district’s bank account. Please contact Billie Sikkila or Patricia Leistikow with questions about payments.
Submission of Forms
All Implementation Plan|Project Approval and Expenditure Reimbursement forms should be submitted to:

Billie Sikkila
Applied Learning Institute
1001 West Chestnut Street
Virginia, MN 55792
Phone: 218] 471.0011
Cell: 218] 310.9280
Email: b.sikkila@mr.mnscu.edu
Fax: 218] 748.2419