

## SAMPLE CODING

The information below enhances step 4 and 5 of the Computer Science Mobile Lab process.

*Step 4.* The computer science mobile lab sub grant is a reimbursement program, which means the SAU must have an approved GEMS application and can only request a reimbursement once the expenses are incurred. Each reimbursement request submission should include: 1) a detailed trial balance with a billing period matching the sub-award period of performance period being invoiced, and 2) Copies of paid receipts or purchase order receipts. Please note that sales tax is not an allowable expense for federal sub grants and should not be submitted for reimbursement. Account Coding Information can be found here!

*Step 5.* Work with your business manager to submit reimbursement request(s) and required documentation to Maine DOE via the grant electronic management system (GEMS) available at <https://www.4pcmaine.org/> no later than December 30th, 2022. Please note that invoices submitted after December 30th will not be eligible for reimbursement. Please be advised that the reimbursement process typically takes 17-45 business days from invoice submission to reimbursement check receipt.

The GEMS system has calculated the number of carts requested times \$5,000 and entered this amount in the Supplies category (6000) automatically to streamline the application process; however, the trial balance and payment documentation may not be coded as supplies. When reviewing the reimbursement request for the Computer Science Mobile Labs, our team is aware that there may be misalignment between the submitted documentation and budget categories; however, **all the documentation will align to the selected/purchased cart(s) in the approved application.**

The following **SAMPLE CODING** aligns to the accounting handbook from the School Finance and Compliance Team and may be helpful to share with your business manager and applicant coordinator. If you should have any questions related to Maine Education Financial System (MEFS) coding, please reach out to a member of the School Finance team.

Coding for subscription through a vendor (ie. Merge EDU Schoolwide Complete License 1 yr)		
Fund Classification	GEER	2622
Program	Regular Education Program	1000
Function	Regular Instruction	1000
Object	Online subscriptions	5350
Cost Center	should reflect school level	3 options*

Coding for supplies through a vendor (ie. Rolling/folding/collapsible Cart, Merge Cubes)		
Fund Classification	GEER	2622
Program	Regular Education Program	1000
Function	Regular Instruction	1000
Object	Instruction Supplies	6100
Cost Center	should reflect school level	3 options*

*Cost Center should reflect school level	
Elementary School Level (K-8)	010-190
Middle School Level (4-9)	200-280
Secondary School Level (9-12)	300-380