

CONTRACTS WITH OTHER AGENCIES

All funds received on behalf of the AEA, including funds received for special education instruction are subject to policies and procedures of the Agency.

Agreements/Grants: When the Agency enters into an agreement or receives a grant in which the AEA receives funds for services provided, the following procedures apply:

- An administrator or designee approves of intent to enter in agreement or applies for a grant and assigns staff responsible.
- Assigned staff negotiate/prepare agreement application. The AEA Business Office will assist upon request.
- Service Area Director or Chief Financial Officer approves final agreement/application prior to sending. Copies of all agreements/applications/grants must be sent to the AEA Business Office.
- Upon receiving approval and before any activity begins in regard to agreement/grant, staff person responsible should set up meeting with Chief Financial Officer to review the following:
 1. Signed agreement/grant/contract
 2. CFDA # if Federal
 3. Account #'s established
 4. Reporting requirements
 5. Contact people