

# Financial Policy

---

- I. The financial operations of the Association shall be conducted under budgetary control.
- II. The total amount of the budget shall be determined by the amount of funds held in reserve rather than on anticipated income. The total amount of the budget for any fiscal year may not exceed 80% of the balance on hand at the close of the preceding fiscal year, excluding monies paid in membership dues for the upcoming year.
- III. Long range goals of the Association may be considered in the preparation of the budget and provision made by “earmarking” funds for specific purposes. Unexpended funds from the current year’s budget may be earmarked and used during the following fiscal year. Such “earmarking” of funds must be done by Board action and before the close of the fiscal year during which the funds were available.
- IV. Any overdraft of budget allocations must have prior approval of the Board.
- V. Persons authorized to sign checks drawn on the PSLA accounts are the Treasurer and the President. Persons authorized to sign checks drawn on the PSLA conference accounts are the Conference Treasurer and Vice President. The Membership Coordinator(s) shall be authorized to open a bank account(s) to be used for the deposit of member dues. These persons shall be bonded to the extent of their liability. These are the only names which may appear on bank signature cards. The Membership Coordinator shall issue only one check per fiscal year for the purpose of transferring monies from the Membership Savings Account to an Association account. This transfer shall be made by bank check at the end of May.
- VI. The fiscal year for the PSLA annual budget and for terms of office will be July 1 – June 30.

Adopted, Board of Directors Meeting, January 27, 1990

Amended, February 4, 1996; February 5, 2000; June 2, 2007; February 2, 2008; July 13, 2017; July 12, 2018, May 15, 2019

---

## Refunds

Refunds of any sort shall not be given if the Association has been charged for the same.

Adopted, Board of Directors, November 12, 1977

Amended, January 27, 1990

---

## Debit/Credit Card

### I. Authorization – Association Accounts

The President, President-Elect, and Treasurer will be authorized to use the debit/credit card for official business as stated in Approved Usage.

#### A. Approved Usage

1. Board meeting expenditures including facility rental, meals, etc.
2. Technology purchases and licenses approved by the Board
3. Expenses of special meeting/events approved by the Board
4. Expenses associated with postage and mailings for the Association
5. Expenses associated with printing of Association materials
6. Expenses of an immediate nature determined by the President and/or Treasurer
7. Other expenses per the Board approval.

### II. Authorization – Conference Accounts

The Vice President and Conference Treasurer will be authorized to use the debit/credit card for official conference business as stated in Approved Usage.

#### A. Approved Usage

1. Conference expenditures as approved in the Conference Budget.
2. Other conference expenses per the Board approval.

## Reimbursement to Delegates

### I. Authorization

The Board shall provide funds in each fiscal year to cover the expenses of the President, President-Elect, Vice President, Immediate Past President, and presidential designees in fulfilling the obligations of the Association as outlined below. (See Delegate Expense Guidelines)

### II. Budget

The amount of the funds allocated shall be established by the Board upon recommendation of the President. The President shall submit recommendations based upon the expenses incurred by the President, President-Elect, Vice President, Immediate Past President, and presidential designees during the previous fiscal year.

### III. Coverage (State)

The funds shall cover expenses incurred by the President in fulfilling such duties as:

- A. Attending meetings at the Pennsylvania Department of Education.
- B. Attending meetings and conferences of other Pennsylvania professional organizations at which the Association should be represented.
- C. Attending county/regional meetings of school library organizations.
- D. Conferring with state educational and other professional organization officials regarding the profession or the Association.
- E. Visitation to school districts for the purpose of testifying, making recommendations or speaking.

### IV. Coverage (National)

- A. Additional funds shall be allocated annually for the President to attend the annual conferences and special conferences of national importance of the American Library Association and the American Association of School Librarians, and the midwinter conference of the American Library Association.
- B. Additional funds shall be allocated annually for the President, President-Elect and Vice President to attend conferences of the American Library Association and the American Association of School Librarians when attendance is for the express purpose of obtaining ideas for future programming and representation at the Affiliate Assembly.

### V. Designees (State and National)

- A. The President may designate PSLA members to represent the Association at the state and national level.
- B. If the attendance of a designee is vital to the Association and a qualified member who is already attending cannot be located, expenses shall be paid at the discretion of the President.

### VI. PSLA Annual Conference

The Association shall cover the following expenses incurred by the President, President-Elect, Vice President, and Immediate Past President at the annual conference of the Association:

- A. Registration fee
- B. Lodging (3 nights maximum)
- C. Sustenance (3 days maximum)

### VII. Reimbursement

The following rates of reimbursement shall govern the expenses of the President, President-Elect, Vice President and Board Appointees:

- A. Registration fees shall be paid.
- B. Transportation shall be reimbursed at the current IRS rate per mile allowed for governmental agencies or the cost to travel by public transportation.
- C. Lodging and sustenance at rates reasonable at the time and place of the meeting attended.

### VIII. Board Meetings

- A. Travel  
Up to \$200 per member per fiscal year, PSLA officers and board members will receive reimbursement (at the IRS Charitable Rate) of their actual transportation expenses to and from the meetings of the Board. Members should pay all travel related expenses and submit approved forms to the PSLA Treasurer for reimbursement

no later than June 1 or at least 30 days before the end of the PSLA fiscal year. At the end of the fiscal year, exceptions will be considered by the Board Treasurer if the full amount reimbursed to the Board does not exceed the amount that is equal to \$200.00 multiplied by the number of Board members.

Adopted, Board of Directors Meeting, November 6, 1976

Amended, June 14, 1980; September 15-16, 1989; January 27, 1990; June 9, 2012; October 29, 2016; January 14, 2017; July 13, 2017; January 20, 2018; May 3, 2018; May 15, 2019

## Delegate Expense Guidelines

### I. General Guidelines

- A. Individuals who travel on Association business should incur the lowest practical and reasonable expense while traveling in an efficient, timely and safe manner.
- B. Any variance to these guidelines must be pre-approved by the treasurer.
- C. Individuals should pay all travel related expenses. Vouchers submitted for reimbursement must be accompanied by itemized statements and itemized original receipts. **Expenses submitted without original receipts will not be reimbursed.**
- D. Meals
  - 1. Meals will be reimbursed if the representative/delegate is in a continuous travel status for 8 hours or more.
  - 2. All meal expenses must be supported by original itemized receipts. Meal receipts exceeding \$10.00 must have the pre-printed/stamped name of the establishment.
  - 3. Tips may not exceed 20% of the cost of the meal.
  - 4. No liquor or alcoholic beverages of any kind can be reimbursed from PSLA funds
  - 5. Meals and gratuities are not to exceed \$120 per person per day. This allowance is not a per diem rate.
  - 6. Reimbursement of meal costs in excess of guidelines must be Board approved.
- E. Travel
  - 1. Coach rate is paid from the airport closest to the delegate/ representative.
  - 2. Reimbursement will be made for online travel ticket purchases before actual travel takes place. A screen print of the purchase confirmation screen that shows the price of the ticket and travel points or a copy of the email purchase confirmation that shows this same information is required.
  - 3. Taxi, shuttle and public transportation expenses must be accompanied by a receipt.
  - 4. Parking expenses must be accompanied by a receipt.
  - 5. Toll expenses must be accompanied by a receipt.
  - 6. Transportation to the airport of origin – two trips to the airport, when performed by another person, to drop off/pick up the member is allowed, as long as the mileage costs do not exceed the cost of long-term parking. Documentation of the long-term parking costs that would have been charged is required.
  - 7. Mileage
    - a) Transportation shall be reimbursed at the current standard IRS mileage rate or the cost to travel by public transportation
    - b) Mileage reimbursement for a representative/delegate who chooses to drive rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. The representative/delegate must supply documentation to support what the airfare would have been at that time.
- F. All receipts must be submitted within 60 days of completion of travel.
- G. If a trip must be cancelled:
  - 1. The member should request a refund of all registration fees that had been prepaid. The member should return to PSLA any refund of fees that is reimbursed to them.
  - 2. The member holding the airfare ticket should ask about using the ticket for future PSLA travel. For a change fee, many tickets can be used for future travel, even if the ticket is non-refundable.
- H. Non-reimbursed expenses include: Alcohol; air travel and hotel upgrades; personal entertainment; recreational expenses; excess baggage costs related to personal property; In-room beverage or snack bar; expenses related to personal travel taken before, during or after PSLA business; Expenses for any non-PSLA representative/delegate if accompanying a PSLA representative/delegate on the trip; and Items not listed as reimbursable in the general or specific guidelines, unless pre-approved by the PSLA Board of Directors.

**II. Delegates**

(President, President-Elect, Vice President, Immediate Past President, Board-approved Presidential Designees)

- A. All General Guidelines in I.A through I.H above apply.
- B. Conference
  - 1. Registration– Registration fees for the conference will be reimbursed. An official registration form must be provided to support the advance payment of registration fees.
  - 2. Pre-Conference Registration– All pre-conference registrations must have previous Board approval. Pre-conference activities will be paid if they pertain to the mission of PSLA.
  - 3. Conference Meals– Reimbursement may be made for meals in excess of meal allowances when such meals are an integral part of the conference and are listed separately on the registration materials.
    - a) PSLA representative/ delegate will be reimbursed for such meals only when the meal is directly related to the representative/delegate’s responsibility at the conference.
    - b) Supporting documentation, such as the registration receipt or printed material showing which meal(s) are to be covered is required.
- C. Hotel
  - 1. Reimbursement for lodging (room rates and taxes only) will be made only for the duration of the parts of the conference relevant to the meetings of the representative/ delegate.
  - 2. Double room occupancy rate at a non-luxury hotel (unless it is the location of a conference) will be paid if delegates are the same gender. Single room rate will be paid if only one delegate is sent.
  - 3. Hotel bills must be itemized by room, including meals, parking, and other items charged to the room

**III. Members Selected to Serve on Standing Committees, Special Committees, Task Forces, Focus Groups, etc.**

- A. See the applicable *General Guidelines* that address the Board -approved travel-related expenses and requirements for representation on behalf of PSLA.

**IV. Board Members Requested to Testify on Behalf of PSLA**

- A. See the applicable *General Guidelines* that address the Board -approved travel-related expenses and requirements for representation.

Adopted, Board of Directors Meeting, June 2, 2007

Amended, June 9, 2012, October 11, 2014, July 13, 2017, January 20, 2018, May 15, 2019; June 15, 2020

**Federal Grant Expense Guidelines**

**I. Travel Guidelines**

- A. Individuals who travel on Association business should incur the lowest practical and reasonable expense while traveling in an efficient, timely and safe manner.
- B. Any variance to these guidelines must be pre-approved by the Board
- C. Individuals should pay all travel-related expenses and submit receipts for reimbursement.
  - 1. Expenses submitted without receipts will not be reimbursed. Make a copy of all vouchers and receipts for your records.
  - 2. All receipts must be submitted within 60 days of completion of travel.
- D. Travel
  - 1. PSLA will reimburse the individual at the following rates
    - a) IRS Standard Mile Rate for the current year for use of a private vehicle
    - b) Actual tolls, parking fees, rental car expenses, necessary local transportation fares.
    - c) Coach rate from the airport closest to the delegate/representative.
  - 2. If a trip is cancelled:
    - a) The individual should request a refund of all fees that had been prepaid. The individual should return to PSLA any refund of fees that is reimbursed to them.
    - b) The individual holding the airfare ticket should ask about using the ticket for future travel associated with the grant. For a change fee, many tickets can be used for future travel, even if the ticket is non-refundable.
- E. Food and Lodging
  - 1. Actual cost of meals and tips will be reimbursed, up to U.S. government’s current “Per Diem Rates” as listed for each city and state.
  - 2. Expenditure Authorization

- a) Expenditures must be authorized by the approved grant budget.
- b) New grant budget appropriations must be approved by the Board and must be enumerated in a quarterly report.

## II. Procurement of Services and Materials

### A. The methods of competitive procurement using federal grants are:

1. procurement by micropurchase - may occur for the acquisition of supplies or services where the aggregate amount does not exceed \$3,000. Micropurchases may occur without soliciting competitive quotations if the price is reasonable. To the extent practicable, the Association shall distribute micropurchases equitably among qualified suppliers.
2. procurement by small purchase- may apply where purchases do not exceed the Simplified Acquisition Threshold (currently, \$150,000). Small purchase procedures permit simple and informal procurement methods provided price or rate quotations are obtained from an adequate number of qualified sources.
3. procurement by sealed bids- For purchases over \$150,000, sealed bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The Association completes a cost or price analysis in connection with every procurement action involving federal funds in excess of \$150,000. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost element
4. procurement by competitive proposal- The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
  - a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b) Proposals must be solicited from an adequate number of qualified sources; and
  - c) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered
5. procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - a) The item is available only from a single source.
  - b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An emergency exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
  - c) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from PSLA.
  - d) After solicitation of a number of sources, the PSLA Board determines that the competition is inadequate.

### A. Full and Fair Competition

1. All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
  - a) Placing unreasonable requirements on firms in order for them to qualify to do business.
  - b) Requiring unnecessary experience and excessive bonding.
  - c) Noncompetitive pricing practices between firms or between affiliated companies.
  - d) Noncompetitive contracts to consultants that are on retainer contracts.
  - e) Organizational conflicts of interest.
  - f) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
  - g) Any arbitrary action in the procurement process.

## III. Subaward and Subrecipient

- A. Subaward
  1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which PSLA received the award and that PSLA awards to an eligible subrecipient
  2. The term does not include PSLA's procurement of property and services needed to carry out the project or program.
  3. A subaward may be provided through any legal agreement, including an agreement that is considered a contract.
- B. Subrecipient means an entity that
  1. receives a subaward from PSLA under the award; and
  2. is accountable to the PSLA Board for the use of the Federal funds provided by the subaward

#### IV. Compensation and Fringe Benefits for Actual Services Rendered

- A. Definition of Compensation and Allowability
  1. Compensation for personal services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under the federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits.
  2. Costs of compensation are allowable to the extent the compensation:
    - a) Is reasonable for the services rendered and conforms to the established written policy of the Pennsylvania School Librarians Association consistently applied to both federal and nonfederal activities
    - b) Follows an appointment made in accordance with the PSLA rules or written policies and meets the requirements of federal statute, where applicable
    - c) Is determined and supported as provided in Standards for Documentation of Personnel Expenses, when applicable
- B. Reasonableness
  1. Compensation for individuals engaged in work on federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of PSLA. In cases where the kinds of individuals required for federal awards are not found in the other activities of PSLA, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which PSLA competes for the kind of employees involved.
- C. Standards for Documentation of Compensation for Actual Time Spent
  1. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
    - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
    - b) Be incorporated into the official records of the Association;
    - c) Reasonably reflect the total activity for which the employee is compensated by the PSLA not exceeding 100 percent of compensated activities;
    - d) Encompass both federally assisted and all other activities compensated by the PSLA on an integrated basis, but may include the use of subsidiary records as defined in the PSLA's written policy;
    - e) Comply with the established accounting policies and practices;
    - f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
  2. Because practices vary as to the activity constituting a full workload, records may reflect categories of activities expressed as a percentage distribution of total activities.
- D. Support of Salary and Wages
  1. Charges to awards for salaries and wages, whether treated as direct costs or indirect costs, will be based on documented payrolls approved by a responsible official(s) of the organization from which the individual is currently employed. The distribution of salaries and wages to awards must be supported by personnel activity reports, except when a substitute system has been approved in writing by PSLA. Reports reflecting the distribution of activity of each employee must be maintained for all staff members (professionals and nonprofessionals) whose compensation is charged, in whole or in part, directly to awards.
  2. In addition, in order to support the allocation of indirect costs, such reports must also be maintained for other employees whose work involves two or more functions or activities if a distribution of their

compensation between such functions or activities is needed for the determination of the organization's indirect cost rate(s) (e.g., an employee engaged part-time in indirect cost activities and part-time in a direct function).

3. Reports must meet the following federal standards:
  - a) The reports must reflect an after-the-fact determination of the actual activity hours of each individual.
  - b) Budget estimates (i.e., estimates determined before the services are performed) do not qualify as support for charges to awards.
  - c) Each report must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization.

**E. Fringe Benefits and Allowability**

1. Fringe benefits are allowances and services provided by an entity to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-federal entity-employee agreement, or an established policy of the non-federal entity.

**F. Professional and Consultant Service Costs**

1. Costs of professional and consultant services rendered by persons
  - a) who are members of a particular profession or possess a special skill, and
  - b) who are not officers or Board directors of PSLA,
  - c) are allowable, when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited.
2. In determining the allowability of costs in a particular case, no single factor or any special combination of factors is necessarily determinative. However, the following factors are relevant
  - a) The nature and scope of the service rendered in relation to the service required.
  - b) The necessity of contracting for the service, considering the Association's capability in the particular area.
  - c) The past pattern of such costs, particularly in the years prior to Federal awards.
  - d) The impact of Federal awards on the Association's business (i.e., what new problems have arisen).
  - e) Whether the service can be performed more economically by direct employment by a PSLA staff member rather than contracting.
  - f) The qualifications of the individual or entity rendering the service and the customary fees charged.
  - g) Adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation, and termination provisions).

**V. Budget Estimates**

- A. Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes, provided that:
  1. The system for establishing the estimates produces reasonable approximations of the activity actually performed;
  2. Significant changes in the corresponding work activity (as defined by PSLA's written policies) are identified and entered into the records in a timely manner. Short-term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and
  3. The Association's procedures of internal controls includes processes to review after-the-fact interim charges made to a federal award based on budget estimates. All necessary adjustments must be made such that the final amount charged to the federal award is accurate, allowable, and properly allocated.
  4. Indirect cost rate proposal means the documentation prepared by the subrecipient to substantiate its request for the establishment of an indirect cost as described in Appendix III to Part 200 or to Institutions of Higher Education through Appendix VII to Part 200 (<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200-appIII/context>)

**VI. Unallowable Costs**

- A. Unallowable Costs

1. Costs not allowed under any section of the *Code of Federal Regulations* and those not itemized in the approved budget are not allowable.
2. All allowable costs will be itemized and provided on a financial quarterly report to the PSLA Board of Directors.

## VII. Internal Control Over Compliance Requirements

- A. Internal control over compliance requirements for Federal awards means a process implemented by the PSLA Board designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards:
  1. Transactions are properly recorded and accounted for, in order to
    - a) Permit the preparation of reliable financial statements and Federal reports;
    - b) Maintain accountability over assets; and
    - c) Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
  2. Transactions are executed in compliance with:
    - a) Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and
    - b) Any other Federal statutes and regulations that are identified in the Compliance Supplement (Appendix IX to Part 200); and
  3. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.
- B. The Board may determine that an entity is not qualified to receive subaward payment until the entity has complied with the requirements described in the grant agreement (purpose, scope of work, timeline, and budget)
- C. Remedies for Noncompliance – When monitoring activities to identify issues of noncompliance that are not addressed through corrective action, the PSLA Board may take the following actions: (2 CFR 200.331, 200.338)
  1. Impose specific conditions on the subrecipient, in accordance with applicable law and regulations. (2 CFR 200.207)
    - a) These additional Federal award conditions may include items such as the following:
      - (1) Requiring payments as reimbursements rather than advance payments;
      - (2) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
      - (3) Requiring additional, more detailed financial reports;
      - (4) Requiring additional project monitoring;
      - (5) Requiring the non-Federal entity to obtain technical or management assistance; or
      - (6) Establishing additional prior approvals.
    - b) The Federal awarding agency or PSLA Board must notify the entity as to:
      - (1) The nature of the additional requirements;
      - (2) The reason why the additional requirements are being imposed;
      - (3) The nature of the action needed to remove the additional requirement, if applicable;
      - (4) The time allowed for completing the actions if applicable, and
      - (5) The method for requesting reconsideration of the additional requirements imposed.
  2. Any specific conditions must be promptly removed once the conditions that prompted them have been corrected.
    - a) Temporarily withhold cash payments, in accordance with applicable law and regulations.
    - b) Disallow or deny use of funds for all or part of the cost of the activity or action not in compliance.
    - c) Wholly or partially suspend or terminate the agreement for the federal award.
    - d) Recommend that the federal agency initiate suspension and debarment proceedings.
    - e) Withhold further awards or agreements for the project or program.

## VIII. Travel Guidelines

- A. Individuals who travel on Association business should incur the lowest practical and reasonable expense while traveling in an efficient, timely and safe manner.
- B. Any variance to these guidelines must be pre-approved by the Board
- C. The individual should pay all travel related expenses and submit receipts for reimbursement. Expenses submitted without receipts will not be reimbursed. The individual should make copies of all vouchers and receipts for his/her records. All receipts must be submitted within 60 days of completion of travel.



D. Travel Expenses

1. Transportation reimbursement will be made at the following rates:
  - a) IRS Standard Mile Rate for the current year for use of a private vehicle
  - b) Actual tolls, parking fees, rental car expenses, necessary local transportation fares.
  - c) Coach rate from the airport closest to the delegate/representative.
2. If trip is cancelled:
  - a) The authorized traveler should request a refund of all fees that have been pre-paid. The individual should return to PSLA any refund of fees that have been reimbursed to them.
  - b) The member holding the airfare ticket should ask about using the ticket for future travel associated with the grant. For a change fee, many tickets can be used for future travel, even if the ticket is non-refundable.
  - c) Actual cost of meals and gratuities (not to exceed 20% of the cost of the meal) will be reimbursed up to the U.S. government's current "Per Diem Rates" as listed for each city and state.
  - d) Housing costs must be pre-approved by the Board.

E. Expenditure Authorization

1. Expenditures must be authorized by the approved grant budget.
2. New grant budget appropriations must be approved by the Board and will be in a quarterly report.

**IX. Equipment (costing more than \$5,000) Purchased with Federal Funds**

A. Use and Replacement

1. Equipment must be used by the Association in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal grant, and the Association must not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:
  - a) Activities funded by a Federal grant from the Federal awarding agency which funded the original program or project, then
  - b) Activities funded by a Federal grant from other Federal awarding agencies. This includes consolidated equipment for information technology systems
2. When acquiring replacement equipment, the Association may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

B. Management. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposal takes place will, at a minimum, meet the following requirements:

C.

1. Property records must be maintained that include:
  - a) A description of the property;
  - b) A serial number or other identification number;
  - c) The source of funding for the property (including the FAIN);
  - d) A record of who holds title;
  - e) The purchase date;
  - f) Cost of the property;
  - g) The percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
  - h) The location;
  - i) Use and condition of the property; and
  - j) Any ultimate disposition data including the date of disposal and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep the property in good condition.
5. If the Association is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

D. Disposal

1. When original or replacement equipment acquired under a Federal grant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency the Association must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award.

2. Disposal of the equipment or materials will be made as follows, in accordance with Federal awarding agency disposal instructions:
3. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
4. Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the Association or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the Association to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
5. The Association may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the Association must be entitled to compensation for its attributable percentage of the current fair market value of the property.

All federal grant monies will be placed in a non-interest bearing account.

Intellectual property created, made, developed or originated through any grant shall be the sole and exclusive property of the Pennsylvania School Librarians Association, except when PSLA voluntarily chooses to transfer such property, in full, or in part with a majority vote by the Board of Directors.

Amended, July 13, 2017; November 9, 2017; January 20, 2018; May 15, 2019; June 15, 2020