

Perkins When Obligations are Made Guidance

Link to Federal Guidance- [\(34 CFR 76.707\)](#)

If the obligation is for-	The obligation is made-	What items fit in these situations-
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.	Purchase orders for equipment and non-capitalized equipment.
(b) Personal services by an employee of the State or subgrantee	When the services are performed	Grant Administration Contractual Work
(c) Personal services by a contractor who is not an employee of the state or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services.	Contractual Work Conference Registration
(d) Travel	When the travel is taken	Mileage, meals, lodging, airplane tickets, baggage fees.

Note: Binding written commitment= purchase order, credit card payment, check, etc.

If/Then Examples:

If...	Then.
If you register for the SD CTE Summer/SDACTE conference or other professional development event prior to June 30 th .	It needed to be included in the current year's budget application and claimed against that budget year. <i>Note- for registrations, it is the date of when you register that determines what fiscal year the funds must come from NOT when the conference itself is held.</i>
If you register for the SD CTE Summer/SDACTE conference after July 1 st .	Must be included in the fiscal year/budget application that starts on July 1 st for the coming year. DO NOT register or commit to funds until AFTER July 1 st AND after the consortium's budget application has been formally submitted within the GMS system by the consortium director. <i>Note- for registrations, it is the date of when you register that determines what fiscal year the funds must come from NOT when the conference itself is held.</i>
Travel (mileage, meals, lodging, plane tickets, etc.) that begins prior to June 30 th .	It needed to be included in the prior year's budget application and claimed against that budget year. Note- if the travel spans across both June 30 th and July 1 st , a grant extension may be permissible on a case by case basis. Contact kim.roth@state.sd.us with questions.
Your travel (mileage, meals, lodging, plane ticket, etc.) to the professional development opportunity <u>begins</u> on or after July 1 st of the grant year.	Must be included in the fiscal year/budget application that starts on July 1 st AND the consortium's Perkins V budget application must have been formally and fully submitted within the GMS system by the consortium director prior to making the obligation. Special Note: Although plane tickets, summer conference hotel rooms, etc. may need to be committed to prior to July 1 st . Because the item is viewed as travel, it comes from the grant year in which the travel happens. If for some reason the travel would not be approved by the DCTE office or happen, the cost(s) would be the responsibility of the district and/or consortium as is applicable to the situation.