

Room 1 Graffiti Wall – Timely Claiming

Directions for Breakout Rooms: Discuss best practices for ensuring success in the area assigned to your group and list strategies below:

- Watch the calendar.
- Get bills paid so you have documentation to submit
- Communication with Finance people on regular basis
- Being organized
- Be careful with credit card purchases because it takes longer to get all documentation.
- Deadlines
- Spending requirements by end of year
- Claim monthly for salaries
- Watch delivery dates of goods purchased with federal funds
- Everything needs to be spent by 6/30 and claimed by 7/10.
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