



HEERF – Institutional Funding Request & Approval Form
(Please read instructions on back prior to submittal)

REQUESTORS: This form must be uploaded when you input the requisition. If it is not included, the requisition it will not be approved. The use of HEERF funds is not approved until Grant Director Approval is provided. Requests must be for costs strictly related to and created by the Covid-19 pandemic.

The following request was reviewed and approved by the grant management team for use of HEERF – Institutional funding:

Requestor:	
Department Name:	
Department Code:	
Item Description	
How is this expense a result of the Covid-19 pandemic?	
Amount:	
Dean/Director Approval	
Vice President Approval	
Object- Fund- Dept/Act- Program	
Account String:	
Grant Director, Romeo Garcia Approval	

For assistance with account string information, please contact Luis Roa at lroa@lbcc.edu

Email completed form per instructions to HEERF Special Projects Director, Romeo O. Garcia rgarcia@lbcc.edu & to Luis Roa at lroa@lbcc.edu.

HEERF Funding Request / Approval Form Instructions

1. Requestor must complete the following fields:
 - a. Requestor
 - b. Department Name
 - c. Item Description
 - d. How is this expense a result of the Covid-19 pandemic?
 - e. Amount
2. Route for approval in Adobe Sign / DocuSign in this order:
 - a. Dean/Director Approval
 - b. VP Approval
3. Email the form with the Dean/Director and VP Approval to the Grant Director and Grant Accountant for review. Do not send for approval to Grant Director through Adobe Sign.
4. Grant management team will assess the allowability of the requested purchase
5. If allowable, the approved HEERF Funding Request/Approval Form will be approved by the Grant Director and provided to the requestor, along with an account string.
6. The requestor can then enter the req and will need to upload the approval form with it (fiscal automatically denies HEERF requisitions without the form)

Stipends – For stipend requests, skip step 3 above and do the following:

1. Download and complete Stipend Request form, which can be found at the following link:
2. <https://apps.lbcc.edu/lbccforms/admin/download.cfm?dID=542&live=1>
3. Submit Stipend Request Form to HEERF Team for review. If request is approved the Institutional Funding Request & Approval Form will be signed and returned to requestor.
4. Attach the approved Institutional Funding Request & Approval Form to the Stipend Request form and route for required signatures:
 - a. Dean:
 - b. Vice President, Academic Affairs or Student Services
 - c. Fiscal Services
 - d. Vice President, Administrative Services
 - e. President Superintendent
 - f. Vice President, Human Resources
5. Once the Request has been completed email a copy to HEERF team and Human Resources
 - a. Include a final list of employees that should be paid
6. Human resources enters the stipends so payroll can process the payments

Personnel Requests (LTE, Change in Funding Forms) – skip step 5 above and do the following:

1. Submit your personnel request to HEERF Team for review
2. Project Director/Manager will review the stipend request. If request is approved the Institutional Funding Request & Approval Form will be signed and returned to requestor.
3. Attach the approved Institutional Funding Request & Approval Form to the personnel request via NeoGov and obtain the required approvals including the HEERF Project Director/Manager.
4. If applicable; once the request has been completed email a copy to HEERF team and Human Resources
5. Human resources enters the LTE assignment or updates the TARS assignment to HEERF funding.
6. **For extensions for previously approved positions and/or transference of approval to another staff member, please attach previous approval and a new request form.**