

VRIS UPDATE

High Cost Guidelines November 1, 2013 Number 374

SUMMARY OF UPDATES

Beginning with FY2014, there will no longer be team budgets in QE2; therefore the addition of funds to a team budget for high cost items will not be necessary.

Staff will continue to follow the same process for requesting high cost approvals. However, prior to sending in the high cost application, staff will complete an authorization in QE2 and check the “High Cost” box on the authorization. Once the high cost application has been approved, the authorization will be approved in QE2 by the appropriate Program Director.

The application can be filled out electronically and emailed along with the appropriate scanned document requirements.

VRIS POSTING

Case Service Index – Procurement – [High Cost Approval Guidelines](#)

FORMS REVISED

The [High Cost Approval form](#) has been revised. Discard old forms and begin using the new form.

QE2 UPDATE

A check box to designate expenditures as High Cost has been added to the QE2 Authorization.

MONITORING REQUIREMENTS

Office Directors will use the Spending Report to monitor their expenditures by team costs and high costs.

TEAM COMMUNICATION

Office Director should review the new policy with their staff so high cost expenditures can be tracked in QE2.

LEADERSHIP CONTACT

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