



EXTENSION

I Got The NRA Grant! What Now?

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Director**

DASNR Sponsored Programs

I Got the NRA Grant! What now?

OSU Policies and Procedures

Claim Website for Merchandise and Checks

What to Do if You Receive a Check

Routings for checks

Purchasing Items

Future Sessions

OSU POLICIES & PROCEDURES



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OSU Policies & Procedures

- **University routing**

- University policy says all awards must be routed to set up a grant account.
 - Checks will be issued for items not available in the NRA store. Those funds must be put in separate grant accounts set up on campus.
 - Merchandise will be routed together at the end of the year.

- **OK Corral**

- These items must be purchased through OK Corral by Susan Noteware.

- **Inventory**

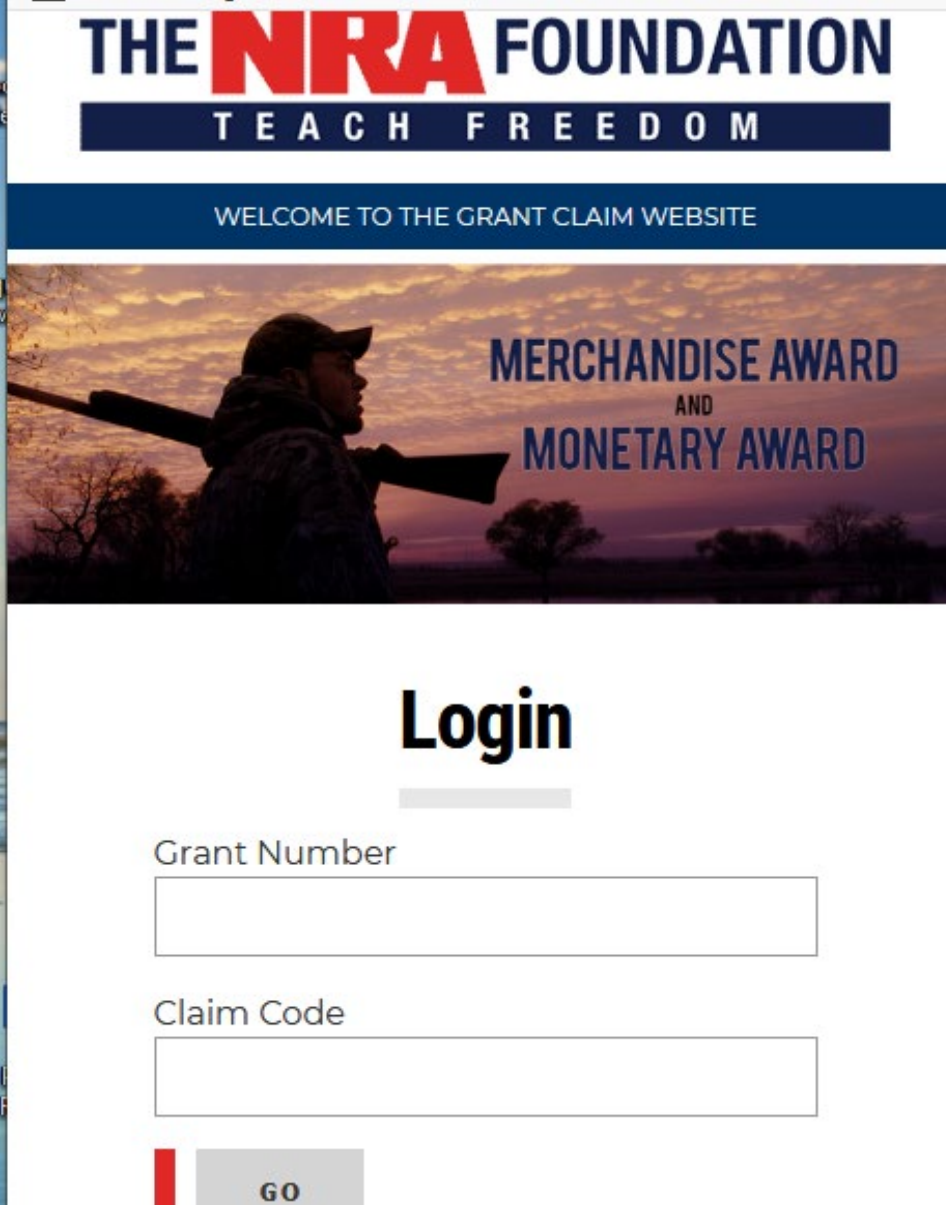
- All merchandise is part of your County inventory and is required to be submitted to Susan Noteware.
- These items will be audited as part of your County audit.

NRA CLAIM WEBSITE FOR MERCHANDISE AND CHECKS



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NRA Claim Website



The screenshot shows the top of the website with the logo 'THE NRA FOUNDATION' in blue and red, and 'TEACH FREEDOM' in white on a dark blue background. Below this is a dark blue banner with the text 'WELCOME TO THE GRANT CLAIM WEBSITE'. The main content area features a background image of a person in silhouette holding a rifle against a sunset sky. Overlaid on the image is the text 'MERCHANDISE AWARD AND MONETARY AWARD' in blue. Below the image is a large 'Login' heading with a horizontal line underneath. There are two input fields: 'Grant Number' and 'Claim Code'. At the bottom is a grey button with a red vertical bar on the left and the text 'GO'.

THE NRA FOUNDATION
TEACH FREEDOM

WELCOME TO THE GRANT CLAIM WEBSITE

MERCHANDISE AWARD
AND
MONETARY AWARD

Login

Grant Number

Claim Code

GO

NRA Claim Website For Merchandise

- **You will receive an email from the NRA with the claim website information and a claim code to access it.**
- **Enter an address where merchandise can be delivered.**
 - May need to have a loading dock and forklift available.
 - Please do not send these items to campus.
- **If you do not have a check, please save the claim form and email it to Michelle German.**

Claim Checks On Same NRA Claim Website

- **The NRA issues checks for items that are not available in the online store.**
 - The most common item is clay targets, but sometimes other items that are not available are included.
- **There will be a separate place to enter an address for the checks if you are going to receive one.**
- **Send all checks to 241 Ag Hall, Stillwater, OK 74078**
- **DO NOT put your address for checks!**

WHAT TO DO IF YOU RECEIVE A CHECK FROM THE NRA



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What To Do If You Receive A Check Anyway

- **Contact Michelle German right away.**
- **It must be sent to campus to be put into a separate grant account.**
- **DO NOT DEPOSIT IT INTO YOUR AGENCY ACCOUNT!!!**

ROUTINGS FOR CHECKS



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Routings for Checks

- **Once Michelle German receives the check from the NRA, she will prepare a routing form and send it via Adobe Sign to you for signature.**
- **Once signed, the routing will be sent through campus for approvals. The routing form is what will be used to set up the grant account in the accounting system.**
- **The checks will be put into this account and all items purchased from the grant account.**

PURCHASING ITEMS



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Purchase Request from Susan Noteware

- **Once the fund is set up and the budget entered into Banner, Susan Noteware will send you a purchase request.**
- **This purchase request must be signed by your CED and sent back to Susan.**
- **Susan will then put through a request in OK Corral to set up a PO for the vendor you have chosen to use.**
 - Susan will email the PO number to the CED. You will need this number to pick up your items.

Vendor Information

- **Gene Sears is the most commonly used vendor**
 - There are already some others that are already set up in the system you can use.
 - Contact Susan Noteware to determine if a vendor is in the system.
- **Contact Susan Noteware as soon as possible if you want to use a vendor that needs to be added to OK Corral.**
 - They must take a PO and be willing to bill OSU after the items have been delivered.
 - Susan needs a W-9 from them, a contact name, phone #, and email for them, and a quote for the items to set them up in the system.

Why It's Important To Pick Up Items Quickly

- **Please pick up as soon as possible once you receive your PO# from Susan Noteware**
 - By the time the account is set up, budget entered, and PO set up, we often have a short window to pick up before the end date of the grant.
- **End date of the grants are on October 1**
 - To give you time to complete your final report and us time to close out the grant and send the residual back to NRA to begin the process again for next year's grant.
- **The NRA requires your receipt for your final report**
 - If the date on your receipt is the day before you complete your final report, it is obvious you did not use the items.

NRA FOUNDATION GRANTS AND COVID-19



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NRA Foundation Grants and COVID-19

- **Reduced time frame**
- **Reduced staff @ NRA Foundation**
- **Checks instead of merchandise through the store**
- **Save or print routing once you receive email that it's complete from adobe sign.**
- **Please get quotes for items listed in award letter from vendor and send to Susan Noteware.**
- **Some vendors in system-Gene Sears(El Reno), Hard Cash Pawn(Eufala), Murf's Guns(Duncan), Jerry's Gun Shop(Ardmore), Bill Outdoor Sports(Enid), Hoyle Creek Firearms(Meno)**

FUTURE SESSIONS



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Future Session

- **Award Closeout**
 - Fall 2020

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