



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

August 25, 2020

TO: Superintendent
Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Randall M. Tanaka
Assistant Superintendent

SUBJECT: Reimbursement Form for COVID-19 Related Expenditures

Previously, two rounds of reimbursement requests were sent out to schools and state offices by the Office of Facilities and Operations (OFO) via Google sheets. Moving forward, OFO will be using the Google form linked below to collect reimbursement information from schools and offices. This form will allow OFO to consolidate and gather the pertinent information that would be needed to document and support any type of request made by the Department of Education (DOE) for reimbursements related to COVID-19.

OFO is requesting that schools and offices submit all expenditures related to COVID-19 dating back to and including January 20, 2020, for reimbursement consideration. Schools and offices may continue to submit entries through the fiscal year 2020-21 or until further notice is given. Please submit only those expenditures that have not previously been submitted for reimbursement. If you had previously filled out either of the two Google sheets that were sent out, please do not resubmit those expenditures into this Google form.

Entries should not be submitted until the invoice has been paid or until the direct payment has been made. Please submit one Google form per invoice or direct payment made and check all items purchased that apply. Or, fill out "other" category indicated on the Google form with a short description. Please do not combine multiple invoices on a single Google form. In the event an invoice contains both eligible expenditure items and items that are not eligible PPE/sanitation supplies, please pro-rate the invoice and any related freight or taxes and enter only the pro-rated amount of eligible charges.

Please keep in mind that while OFO will be seeking reimbursement for the expenditures, not all expenses may be reimbursable. Items that are normally allowable are listed on the Google form. If there are expenditures that are not listed on the form that you would like to submit for

Superintendent, et al.
August 25, 2020
Page 2

reimbursement consideration, please do so in the “other” category indicated on the Google form. The DOE is allowed to argue its case for reimbursement for items that are not listed.

Here is the link to the COVID-19 Reimbursement Request Form:

<https://forms.gle/7Kf41Ng2SBALCZFz9>

Attached is a copy of the COVID-19 Reimbursement Request Form and PDF copies of the first two rounds of reimbursement requests that schools submitted.

Should you have any questions, please contact Maynard Mendoza, Director of the Safety, Security and Emergency Preparedness Branch, at (808) 784-5170 or via email.

RMT:cs
Attachments

c: Camille Masutomi, Chief of Staff to the Superintendent, OS
Bruce Ellerman, Executive Director, OFO
Safety, Security and Emergency Preparedness Branch