Certification for Stipends and Extra Service Pay

Charged to Montana’s Carl D. Perkins Strengthening Career and Technical Education

For The 21st Century (Perkins V) Grants

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)) Charges to federal awards for salaries, wages and extra service pay must be based on records that accurately reflect a reasonable representation of total activities compensated, distribution of the employee’s salary or wages among specific activities and funding streams and verification by a supervising individual.

This is to certify that has worked \_\_\_\_\_\_\_\_\_stipend hours funded at 100% Perkins for the period of [XX XX, XXXX] to [XX XX, XXXX].

Employees who receive stipends in addition to 100% of their institutional base salary, must also submit a participation plan agreement demonstrating they worked 100% of their institutional base salary from funding sources other than Perkins for the reporting quarter.

The information recorded on this form is true and correct to the best of my knowledge.

Signature of Employee

Printed Name of Employee

Date

Signature of Supervisor

Printed Name of Supervisor

Date