



Peace Corps

Peace Corps Small Grants Program

Managing Grant Funds and Project Closeout

Managing Grant Funds

DOs

- Keep your funds only in your grant bank account (if applicable). Check all prices and availability of the products that you would like to buy prior to withdrawing grant funds.
- To the maximum extent possible, withdraw grant funds in small amounts—only enough for the purchases you will make today.
- Make all purchases for your project together with your local project partners.
- Keep copies of all receipts and submit with completion report.
- Together with your local project partner, record entries in PCGO under the final report “Budget” tab on the same day of the purchase.

DON'Ts

- DO NOT keep grant funds at home.
- DO NOT travel by yourself with large sums of money.

Receipts

- You must collect and keep receipts for all purchases made with grant funds.
- Receipts should include the date, vendor name, items purchased (including quantity and unit price), and should bear the signature of the vendor or vendor stamp.
- If the vendor does not have a receipt, you should draft a receipt or purchase a receipt booklet to properly record the costs.

Grant Closeout Procedure

1. Group the receipts in categories and subtotal them (i.e., transportation, logistics, stationary, etc.);
2. Use clear tape to tape your receipts to blank paper (regular-sized paper);
3. Number all of your receipts;
4. In PCGO, select the “Final Budget” under the “Budget” tab to list your expenses, using corresponding receipt numbers for easier cross-referencing;
5. Prepare the final completion report, using the appropriate template;
6. Submit your final completion report through PCGO;
7. Bring originals of the receipts to the small grants coordinator to verify the receipts against the final completion report, and check to make sure that everything is otherwise complete; and
8. If you have unspent funds, you must bring them to the cashier, who will issue a bill of collection and collect the remaining funds from you.

Please provide the small grants coordinator and your APCD with any feedback you have regarding your project and “lessons learned” that might help Volunteers in the future who are engaging in similar projects.