Ohio Department of Education

John R. Kasich, Governor
Stan W. Heffner, Superintendent of Public Instruction

Project Cash Request (PCR) Attachment Functionality

The PCR attachment functionality is now available in the CCIP application. The main reason for this addition is to allow LEAs to attach financial reports in order to further explain expenditures. For example, if a PCR exceeds the 10% or the Grants Management (GM) consultant returns a PCR, the LEA could then attach the accounting report to support the expenditures. This would expedite reviews and ensure that the GM consultant receives the supporting documentation. Below are some points to be noted regarding the PCR attachment functionality:

The LEA will be able to attach a file when the application is in the following statuses:

1. Draft Started
2. Fiscal Representative Retuned Not Approved
3. Grants Management Returned Not Approved

No files can be attached once the PCR is submitted to ODE for approval.

The LEA can only upload ONE document per PCR.

When an LEA uploads an attachment; the system overwrites any previously submitted files. **Multiple files will have to be merged into a single document before being attached to the PCR.**

The PCR must be saved **before** attaching any document.

Documents that are uploaded may use the following file formats: **Text (.txt), Microsoft Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.ppt, .pptx), PDF (.pdf), and Image (.jpg & .jpeg)**.

The attached file cannot exceed **1MB**.

NOTE: Scanned copies of printed documents (converted into PDFs) have a larger file size than electronically generated files. Attaching the files to PCRs is a new practice. We will be monitoring this new functionality to determine if we can move toward multiple file capability. IT security rules and firewall requirements limit the file size to I MB. Thank you for your cooperation. Please E-mail any questions you may have to Grants Management. When responding, please use the same subject line.

25 South Front Street
Columbus, Ohio 43215
education.ohio.gov

(877) 644-6338
(888) 886-0181 (TTY)