



Office of the Vice President of
Finance and Administration
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

April 9, 2021

TO: US Department of Education

FROM: Betsy Bowers
Vice President Finance and Administration and Chief Financial Officer

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BB

SUBJECT: University of West Florida Institutional Portion of the Higher Education Emergency Relief Fund (HEERF) PR/Award Number P425F200603-20A under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) - Report for Quarter Ending March 31, 2021

This will serve as the initial quarterly report for the period ending March 31, 2021, for the Institutional Portion of the Higher Education Emergency Relief Fund (HEERF) allocated to the University of West Florida under CRRSAA.

The University of West Florida has purchased forty (40) laptop cases in the amount of \$1,181.60. This expenditure is to be reported under the category for covering the cost of providing additional technology hardware to students, such as laptops or tablets, as this is to be included with the purchase (still in progress) of forty (40) laptops to be loaned/made available for students to check out to use for distance learning.

Of the \$8,969,272 institutional allocation under CRRSAA, reimbursement in the total amount of \$1,181.60 has been received by the University of West Florida as of March 31, 2021 for this purchase.

Since the University of West Florida disbursed a portion of these institutional formula grant funds for the quarter ending March 31, 2021 and in an abundance of caution while we await guidance pertaining to the specific reporting requirements of the US Department of Education, the University of West Florida wants to ensure the quarterly reporting deadline is met. We look forward to further clarification on reporting requirements in the future.

If any additional information is needed, please let me know.

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