

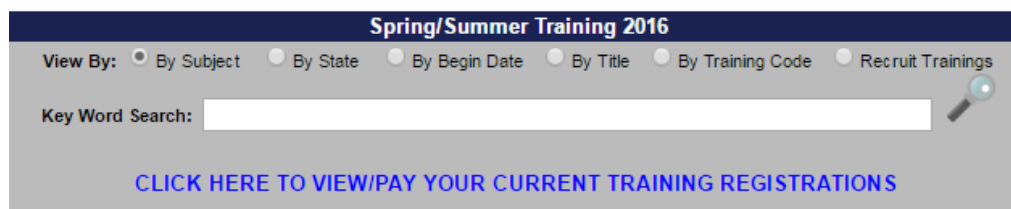
# UNIT INVOICE PAYMENT OF CADET REGISTRATIONS

## ➤ NEW FOR 2016

- Uniform Grant Guidance (UGG) Procurement Policy. All non-profit organizations in receipt of a Federal Grant are governed by the UGG—enclosure A. The guidance will apply to all COTC’s and units requesting grant funds for the procurement of goods and services in support of their training as well as funding in support of a unit activity. The enforcement of the policy has been postponed for 2016. HQ will however, begin a more in-depth review of submitted funding requests. Many of the new procedures have been incorporated in Magellan with regards to the funding request and audit. These will be noticeable and are intended to familiarize the COTC with what will be expected for **2017 when the policy will be enforced.**
- Training deposits are considered “program income” to the grant. The COTC is charged with accurate accounting of the deposits. To assist the COTC, units are now required to provide an invoice listing the names of the cadets with amount of the deposit. This will help protect the COTC who may be challenged by a parent or unit regarding the receipt of the deposit. The invoice will accompany the unit check or money order with all required documents. The invoice will also reflect partial payments and “waived” deposits if the COTC permits---Example: 3-for-Free.

## ➤ CREATING THE INVOICE

- The steps to register a cadet for training have **not** changed from 2015. These procedures can be found in the Magellan Library>>Magellan Procedures>>Unit Training Sign-Up Procedures. The COTC must first confirm the registration.
- On the unit menu click Training Sign-Up.



- Select “Click Here to View/Pay Your Current Training Registrations.

# UNIT INVOICE PAYMENT OF CADET REGISTRATIONS

Event Name	Event Code	Dates	Attendee	Type	Reg Status	Cost	Paid	Waived	Balance	Payment Status
Navy Shore, Field Operations	RD-CA-1601	3/20/2016-3/27/2016	Brown, Kevin	Cadet	Confirmed	\$150.00	\$0.00	\$0.00	\$150.00	Pay Now
Navy Shore, Field Operations	RD-CA-1601	3/20/2016-3/27/2016	Cafano, Nicholas	Cadet	Confirmed	\$150.00	\$0.00	\$0.00	\$150.00	Pay Now

- Notice the COTC has confirmed the registration.
- CO, checks the box “Pay Now” and an icon “Pay by Check” appears.

Event Name	Event Code	Dates	Attendee	Type	Reg Status	Amount Paid	Payment Status
Nssc Recruit Training	RT-IA-1601	6/24/2016-7/4/2016	Griffin, Brian	Cadet	Confirmed	\$0.00	<input checked="" type="checkbox"/> Pay Now
Nssc Recruit Training	RT-IA-1601	6/24/2016-7/4/2016	Zielinski, Mitchell	Cadet	Confirmed	\$0.00	<input checked="" type="checkbox"/> Pay Now

Pay By Check

- Click “Pay by Check”.

Shown below are the Event Registrations you have selected to pay at this time.

Selected Registrations										
Event Name	Event Code	Dates	Attendee	Type	Reg Status	Cost	Paid	Waived	Balance	
Navy Shore, Field Operations	RD-CA-1601	3/20/2016-3/27/2016	Brown, Kevin	Cadet	Confirmed	\$150.00	\$0.00	\$0.00	\$150.00	
Navy Shore, Field Operations	RD-CA-1601	3/20/2016-3/27/2016	Cafano, Nicholas	Cadet	Confirmed	\$150.00	\$0.00	\$0.00	\$150.00	
									<b>Check Amount:</b>	<b>\$300.00</b>

If everything looks correct click the Print Button below to print out the list of registrations and send a copy of this list along with your check to the address shown below  
Once the COTC/POC receives your check they will mark these registrations as paid in the database

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 rplasse@des-inc.net  
 4163 Anatolia Dr  
 Rancho Cordova, CA 95742-8013  
 USA  
 (916) 806-8423

[Print](#)

[Return](#)

- Click “Print”. Mail the invoice to the COTC with payment. Repeat the process for each event. **NOTE: The invoice “must” accompany the check to the COTC. If the parent is submitting payment directly to the COTC, the invoice “must” accompany payment. NO EXCEPTIONS.**