

# **SixTen and Associates**

## **MANDATE REIMBURSEMENT SERVICES**

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**PROGRAM:**        **455/02 PUBLIC CONTRACT CODE (K-14)**        **PCC 1.3**

**DISTRICT/COE:**    San Mateo CCCD

### **ACTIVITIES QUESTIONNAIRE**

The information obtained here should be reported on forms 1.6A-1, 1.6A-2, 1.6A-3, 1.6B-1, 1.6B-2, 1.6B-3, and 1.8.

### **THE TEN GENERAL QUESTIONS**

For each of the mandate activities, the following questions generally pertain:

1.    Which staff performed the duties?    How much time was required?
2.    Were there staff meetings?    Who attended?    Were there sign-in sheets?    Agendas?    Materials?
3.    Was staff training conducted?    Who attended?    Were there sign-in sheets?    Agendas?
4.    What direct costs were required for materials, supplies, and equipment?
5.    Were any contractor/consultant services needed?
6.    What travel expenses were required?
7.    Were policies and procedures updated?
8.    What new forms and reports were created?
9.    Was computer software and hardware upgraded?
- 10    What funds were used to pay for the new and increased activities and costs?