

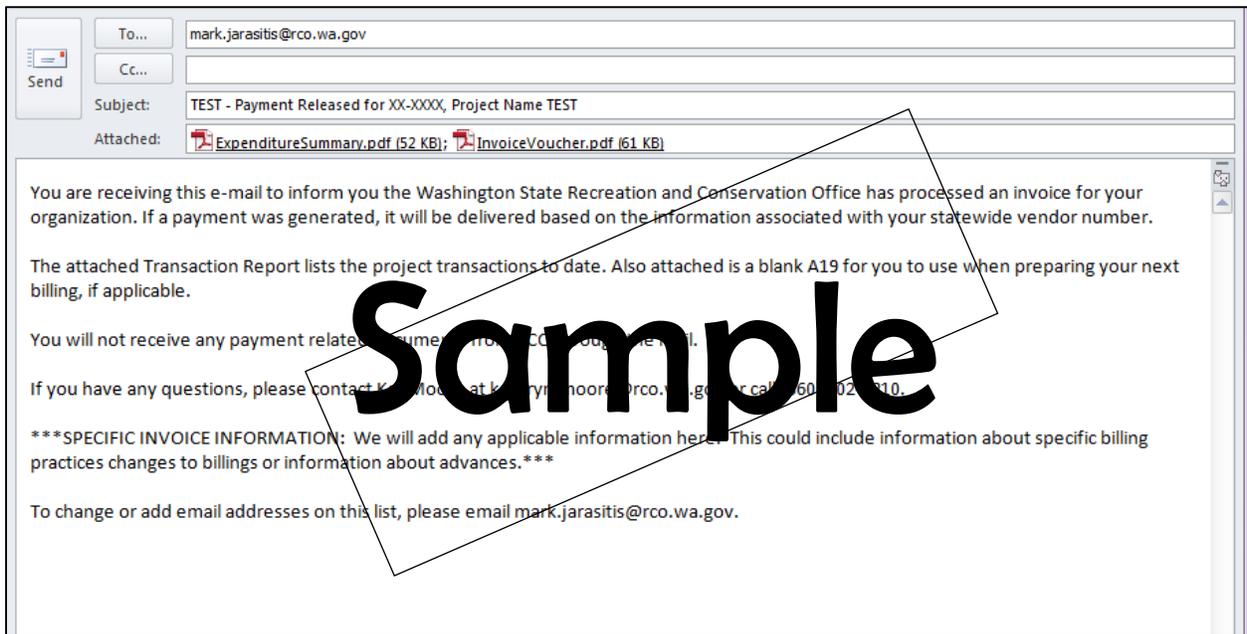
## RCO Bills Go Partly Electronic

Within the next few weeks, grant recipients will receive some paperwork after an invoice is processed via e-mail instead of postal mail.

RCO's fiscal staff will send an e-mail to the billing contact and project contact listed in PRISM when a payment is made. Attached to the e-mail will be a Transaction Report (formerly known as the Project Expenditure Summary) and an Invoice Voucher (A19). Fiscal staff also may add additional notes and attachments.

Although this e-mail will be delivered on the day the invoice is released from PRISM, the payments are generated by the different agency, the Office of Financial Management, on the next business day. Checks are sent out by U.S. mail. Electronic Fund Transfers generally are deposited to the grant recipients' accounts two to three business days after the PRISM release date.

If there are any questions, please contact your grant manager.



## PRISM Online

RCO is completing the final preparations for PRISM Online, a web-based program that will enable applicants to apply for grants online beginning in 2013. Because the application is web-based, applicants will be able to access the system from PCs, Macs, and mobile devices such as iPads and other tablets.

Designed as an application wizard, the system will guide applicants through the application step-by-step. As they complete each page, applicants can check for errors and determine if they have completed successfully that portion of their applications. Attachments that must be included with applications will be identified and a mapping tool will allow applicants to map the location of their projects.

Users will see customized screens that show projects associated with their organizations or for which they are a contact. Users also will be able to see the location of their projects on a map. From this screen, users will be able to start new grant applications.



## Adam Cole

Adam Cole, former RCO staff member, has rejoined the Recreation and Conservation Grants Section. This seasoned outdoor grants manager fills Sarah Thirtyacre's vacant position. Sarah was recently promoted and is focusing her attention on conservation grants and cultural resources coordination. Adam currently works with sponsors on the Olympic Peninsula and those in Kitsap and Island Counties. Adam was a long-time employee of Seattle Parks and Recreation where he helped coordinate the trails program, volunteer program, and served as the environmental stewardship manager. Most recently, Adam was a customer service officer for Serco Corporation of North America. Not one to waste time, while he was away from RCO, Adam went back to school and earned his master's in public administration from Indiana State University. Adam, an avid baseball player, enjoys hiking and spending time with his family.