

ST. JOSEPH PUBLIC SCHOOLS
TEACHER GRANT AND SPECIAL FUND REQUEST
ACCOUNTING PROCEDURES

The following process and procedures will guide the grant recipient in receiving their product/reimbursement in a timely manner.

- Applicant will submit grant request to SJPS Foundation**
- SJPS Foundation will notify Grant Recipient of grant award by letter**
- Grant Recipient will order product**
 - Contact the Building Secretary if a Purchase Order is needed.
 - Retain receipts, credit card statements or proof of purchase for reimbursement
 - Reimbursement to the recipient will be made in one or two payments during the year in which the grant is awarded.
- Grant Recipient will send the following for reimbursement or payment to the Business Office:**
 - Copy of grant letter from SJPS Foundation (required with every payment)
 - Copy of Payment to Company (receipts, invoices, statements or proof of purchase)

EITHER:

 - Copy of Mileage/Misc Reimbursement Form (on skyward under District News feed) or Conference Request/Reimbursement Form (also on skyward)

OR:

 - Copy of Request for Payment form Activity Accounts if payment is coming out of an Agency Account.
- Business office will submit an invoice to the Foundation.**
 - The SJPS Foundation Administrator will issue a check to the St. Joseph Public Schools in the amount of the invoice. The check will be signed by the Treasurer or President of the Foundation.

REMINDERS:

Foundation Teacher Grants must be spent within the school year for which the grant was awarded. No carry over to next school year.

Foundation Special Fund Request Grants must be spent within 12 months of grant award date.