



# 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 (tax exempt school use EIN number)**
  - Contact your Building Secretary if a Purchase Order is needed.
  - Retain receipts, credit card statements or proof of purchase for reimbursement
    - Reimbursement to recipient will be made in one or two payments during the year in which the grant is awarded.
    - Taxes will not be reimbursed, please use tax exempt form when purchasing.
- **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 - Do not include taxes we are tax exempt entity)

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 (green) for Agency Activity Accounts if payment is coming out of an Agency Account.
- **Business office will submit an invoice to the Foundation.**
  - The SJPS Foundation Executive Director 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:

**SJPS Foundation Teacher Grants, including New Teacher Welcome Grants,** must be spent within the school year for which the grant was awarded. Reimbursement requests must be made by February 28 of the grant school year. ***No carry over to next school year.***

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