

Mamaroneck Schools Foundation Purchasing and Grant Close Out Procedures

NOTE: The grantee should keep copies of all purchase orders, receipts, contracts, etc. generated in conjunction with their grant.

Standard Procedure for Completing a Purchase Order

1. Purchase orders are generated on the computer by the designated secretary for each building. The grantee should work with his/her building point of contact (POC) to complete the purchase order (PO). Be sure the PO lists all the information about the purchase on the form (i.e. make, model, accessories, etc.) that will be necessary for the district purchasing agent (Ronnie Hunter) to execute. This information should have been in the grant proposal and will be on the contract. The more specific the grantee can be, the better.
2. The secretary must assign the appropriate budget code to the PO at the time the PO is created. The secretary will have a list of budget codes; the grantee must let the secretary know that he/she is requesting a PO for a Foundation grant (so that the Foundation budget code is used). If a grant is being split between MSF and another entity, then both budget codes should appear on the PO, with the “not to exceed” amount for each.
3. Confirm that the name of grant, grant number assigned to the grant (can be found on the contract), and “MSF” is indicated on the top of the PO so that when it reaches the purchasing office that the PO is flagged as a Foundation grant.
4. The building administrator (usually the principal) must approve the PO before it can be submitted to the district purchasing agent (Ronnie Hunter).
5. A separate PO is needed for each vendor.
6. The grantee should take/forward the PO to the district purchasing office *along with any previous pricing that has been done.*
7. Ronnie Hunter puts out a bid for the items listed, always looking for the best price. If previous bids have been obtained, Ronnie will verify the bid before purchasing.
8. Once the item has been received, the grantee must submit a receiving copy of the PO, along with the *original receipt* to the district treasurer (Adalina Eilbacher), this confirms that the item has been received and the invoice can now be paid. Adalina tracks the amount spent against the amount awarded for the grant. If the original receipt is not submitted, the vendor will not get reimbursed. The reimbursement/payment process will be smoother if the PO copy is included.
9. Checks to vendors are cut on the 15th and 30th of each month, therefore, reimbursement should be within 30 days. *It is up to the grantee to be sure the paperwork is submitted, reimbursement is not in the cycle until it has been submitted.*

10. All new items that are purchased go into the district inventory. This is done at a district level and will be triggered by the receipt of an item within the system.

Other Purchasing Situations

1. Credit Card Purchases

- a. Credit card purchases are absolutely discouraged.
- b. If a grantee finds a better price than the district can obtain, the grantee must notify Ronnie Hunter (district purchasing agent) and receive prior approval for credit card purchasing BEFORE a grant can be awarded and funded in this way. In most cases, Ronnie will contact the vendor to see if they will take a PO.
- c. Should a credit card purchase be approved, the grantee must get a copy of the tax exempt form from district before purchasing. NOTE: The district WILL NOT reimburse for tax.
- d. **For reimbursement the grantee must submit a PO (to the person who made the purchase) along with the original receipt.** Be sure the name of grant, grant number assigned to the grant, and “MSF” is all written on the PO.
- e. No reimbursement will be made until the item is received and the original invoice is included. Checks to vendors are cut on the 15th and 30th of each month, therefore, reimbursement should be within 30 days. It is up to the grantee to be sure the paperwork is submitted, reimbursement is not in the cycle until it has been submitted.

2. Grants With Funding From Multiple Sources (i.e. shared between MSF and the District)

- a. The grantee fills out a single PO per vendor (see page 1). The PO should include name of grant, grant number assigned to the grant, and “MSF.”
- b. The grantee must tell the secretary what the funding breakdown is so that the proper funding codes can be input (the grantee must let the secretary know that this is a Foundation grant and who is “sharing” the expenses with the Foundation). The line item for each code will indicate the approved amount that can be charged against each code (i.e. one code would indicate the funds coming from MSF, the other the code for the district).
- c. The POs are submitted to the district purchasing agent and the process above is completed.

NOTE: If at the time of purchase the total is less than the approved total, the MSF funding will be spent first, and the lesser amount will be returned to the district.

3. Funding For Services, Not Equipment

- a. When a consultant/contractor is selected, the standard district contract (see Appendix A) must be completed and submitted to the district clerk (Bea Cerasoli, 220-3007) for district approval. It can 1-2 months for contract approval.
- b. Once the grantee has contract approval, the grantee then sets up a PO based on the information in the contract. The PO must describe the job to be performed and the date of service.
- c. Once the job is completed, the consultant should submit an invoice which indicates the job performed, the date the services were provided, and the consultant's social security number or Tax ID number.
- d. The grantee and building manager sign off on the invoice and submit the PO.

NOTE: Contracts are not paid until the services are performed. However, if the contract states that the consultant requires minimal up-front costs, these can be invoiced in advance (with an invoice and following the PO procedures)

4. Purchasing From a Sole Source Provider

- a. The purchasing process is the same as above. The PO should be specific and should list the vendor. Note, however, that the district purchasing agent will still go out to see if other vendors offer the same or comparable item for a better price.

NOTE: A sole source provider is defined as the only provider to offer a specific item. Therefore, just because a grantee may wish to purchase from a particular vendor, the grantee cannot guarantee that the sale will go to a particular vendor. The district purchasing agent makes the final determination of what vendor will be used to supply a particular item.

5. Providing Grant Funding to Outside Organizations

- a. The standard PO process needs to be followed. Therefore, the grant will need to have a grantee POC who is within the district.

Closing Out Grants

1. The end-of-year reports will now include a line item asking the grantee whether the grant can be closed out and if all invoices have been submitted and paid. If the grantee answers "yes" to these questions, the grant will be closed out at the end of the current school year.
2. For those grants remaining open through the summer, in the fall of the year after the grant has been awarded (i.e. fall 2006 for 2005-2006 grants), a notice will go out from the MSF office to the grantee reminding them that the grants are about to be closed out. If all the money has not been spent, the grant manager must verify with the grantee that everything has been purchased and funding for the grant will cease.

3. The grant manager chairs will provide the MSF treasurer with a list of grants that are ready to be closed out. The treasurer will take that list to Adalina and formally close out the grants. If there is any left over funding from those grants Adalina cuts a check back to MSF and those funds become available to the Foundation again.
4. Grants that remain open after the fall close-out must continue to be monitored by the assigned grant manager, grant co-chairs, and MSF treasurer.