



GRANT PURCHASING POLICY AND PROCEDURES

Stillwater Public Education Foundation (SPEF) has sales tax exempt status. Due to this status, all SPEF funded grant purchases will be made through the SPEF office, regardless of their amount. There are always exceptions, so if for some reason either the grant writer personally or the district needs to purchase the materials, SPEF may fund the grant through a reimbursement, as long as this is communicated to the SPEF Executive Director and approved prior to the purchase. Receipts must be provided for reimbursement.

Please follow these steps:

1. We encourage you to start the purchasing process for your grant materials as soon as possible after you are notified of your grant award. The SPEF office must have your signed Grant Agreement on file before any grant purchases will occur. The agreement can be found in your award packet and should be returned to SPEF office via school mail or delivered to the SPEF office at the SPS Administration Bldg.
2. You may complete the Grant Purchase Form available in both your award packet and on the SPEF website (one form completed per vendor) and return to SPEF office or provide all the same info via email to the SPEF office.
3. Along with the Grant Purchase Form or email, please provide a detailed list of all items to purchase (SKU or item #, item name/description, unit price, quantity). If the budget you provided for your grant at application contains all necessary & accurate info to purchase, it can be used in lieu of creating a new list. However, if there have been any changes since submission of the original budget (i.e. changes in unit price or shipping costs, an item no longer available, etc.) and/or your grant received only partial funding, therefore all items in the original budget will not be purchased, then a new and detailed purchase list must be provided.
4. Every attempt will be made to have items ordered by SPEF within two weeks of receipt of the Grant Purchase Form or email and detailed purchase list.
5. You have twelve months to complete your grant. All grant purchases must be made within one-year of the grant award per the date on your Grant Agreement. After twelve-months, any unused funds from your grant will revert back to SPEF.

*Questions? Please don't hesitate to contact SPEF Executive Director,
Jenifer Bartley at 707-5006 or email spef@stillwaterschools.com.*