



## GRANT PURCHASING POLICY AND PROCEDURES

Stillwater Public Education Foundation (SPEF) has updated its grant purchasing procedures as of August 2021. All grant funds will be transferred to a Stillwater Public Schools account and all purchases will be made through the site's purchasing representative.

Please follow these steps:

1. Please sign and return the Grant Agreement that was included in your award packet. The agreement can be found in your award packet and should be returned to the SPEF office via school mail or it can be scanned and emailed to [spef@stillwaterschools.com](mailto:spef@stillwaterschools.com). 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 funds will be sent to SPS and before any purchases will be made.
2. Complete the Grant Purchase Form available in both your award packet and on the SPEF website (one form completed per vendor) and submit to your site secretary following the normal site purchasing procedures. Please provide a copy of documentation to the SPEF office.
3. You may not spend more than the amount you were awarded. If there has been a change in price since you prepared your budget, please contact SPEF Executive Director to discuss options.
4. Once your materials have been received, please notify the SPEF office. We request that you take a photo of the items provided by your grant. Photos can be of just items or of them in use in your classroom. Pictures with people in them are more interesting. Please include yourself in the photo! 😊 These pictures will be used on social media to recognize your award. Please make sure all students in the photos have a photo release form on file.
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,  
Ashlee Robertson at 405-707-5006 or email [spef@stillwaterschools.com](mailto:spef@stillwaterschools.com) .*