



## GRANT PURCHASING POLICY AND PROCEDURES

All grant purchases will be made through the site's purchasing representative and will go through the school district activity funds.

Please follow these steps:

- 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.
- All grant purchases will be made through the site's purchasing representatives. When entering the requisition, please use the following coding:
  - Fund: 60
  - Project Code: 839 (SPEF)
  - Site Code: Use **your** site code (this is a change from previous year where everything was charged to site code 050 administration)
  - There are no vendor restrictions, but if the chosen vendor is not already in our system, then we will need a W-9 form.
  - Please include the grant title and grant writer in the comments of the Purchase Requisition.
- 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.
- 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.
- 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) .*