

IPSWICH PUBLIC SCHOOLS  
Office of Finance and Operations

TO: Payne Grant Award Recipients  
FROM: Central Business Office  
DATE: May 15, 2017  
SUBJECT: Grant Financial Procedures

The Office of Finance and Operations has implemented financial procedures which will assist you in managing your grant award. We ask that you refer to this document as a guideline on how to appropriately expend the funds awarded to you.

Payne Grant Financial Procedures

**When submitting financial forms for approved grants, please include the name of the person responsible for the grant, the title of the project and the project number which has been assigned to the grant award on all forms.**

**PURCHASING OF GOODS AND SERVICES:**

Attached to this letter is a unique requisition form that will be used solely for Payne Grant purchases. The form requires the name of the person responsible for the grant, the title of the project, the project number which has been assigned to the grant award, and all the necessary information concerning the item(s) being purchased. Specific GL lines will be assigned for your grant this summer. The grant manager will receive a copy of the lines once they are set up. Payne Grant requisition forms should be submitted directly to Janet Higgins, Accounts Payable, Superintendent's Office. Please provide all the information required on the requisition form as incomplete forms will be returned to you and will delay the order being placed. Additional forms will be available at your principal's office should you require them.

Also, as you prepare the requisition forms for submission, make sure to verify the current costs of the items you wish to purchase along with determining if there are any shipping costs. There are no additional funds available to cover cost overages. It is imperative that expenditures do not exceed the awarded amount.

If the vendor is not one the school has purchased from before, a W-9 form will need to be obtained in order to set the vendor up in our GL system. The Administrative Assistant to the Principal at your school will be able to check to see if a W-9 is needed.

All requisition forms must be received by the Office of Finance and Operations by **May 15, 2018**. Requisitions submitted after that date will not be processed.

**REIMBURSEMENTS:**

Attached is a copy of the district procedure for reimbursement. Please follow the instructions provided for submission of reimbursement requests making sure to include the necessary identifying information for the grant award.

**EXTRA COMPENSATION FORMS:**

Extra compensation forms will be used to process payment of stipends associated with the Payne Grant. Extra compensation forms should be completed by the grant manager, signed by the person who will be paid the stipend and approved by the principal and Superintendent. Stipends will be paid following receipt of the final project report by the Office of Finance and Operations.

**Grant financial processing will end on May 15, 2018.** Paperwork submitted after that date will not be processed. Make sure reimbursements and extra compensation forms have been submitted by May 15, 2018.

We look forward to assisting you with the financial aspects of managing your grant award. Should you have any questions, please feel free to contact the office directly. Congratulations on being awarded a Payne Grant.

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