



PANHANDLE ALLIANCE *for* EDUCATION

TEACHER GRANT PROCEDURES

PAYMENT PROCESS:

Grant recipients will use the following grant procedures and payment process that uses familiar LPOSD No. 84 Requisition for Purchase Order forms.

Fill out the standard LPOSD 84 Requisition for Purchase Order form (yellow and white copy) including:

1. Vendor Information – Please work with your school's Administrative Assistant/Bookkeeper to verify that the vendor you are using is an active LPOSD vendor. If not active, please collect a W-9 from the vendor and forward it to the accountant (Valerie Corsiglia) at the District Office.
2. Date
3. Ship to
4. Identify your PAFE grant number on the first line of the "Budget Account Number" column.
5. Add all items for purchase per your approved PAFE grant including: Description, Part #, Unit, Unit Price, Quantity, and Total. Also include shipping cost, if known. If you are uncertain estimate 12% of cost as shipping.

Complete the form with your signature next to "Requestor" at the bottom of the form. Have your principal sign the form before submitting it.

For PAFE approval, completed forms may be mailed or emailed. Email a scanned copy of the Requisition and order forms to lowman@panhandlealliance.org or mail your completed form to the PAFE Office: PAFE Programs Director. (PO Box 1675, Sandpoint ID 83864)

You're done! Once reviewed and approved, PAFE will forward the completed LPOSD 84 Requisition for Purchase Order to the District Accountant for processing. Purchase orders are then routed to your school's Administrative Assistant/Bookkeeper so they are available to help with placing the order.

IMPORTANT PAYMENT NOTICES:

No grant expenditures can be made in advance of an approved PO.

Deadline for grant payments requests for purchases beyond 30 miles of district office is April 1st of the school year. (Consistent with LPOSD policy). Purchases of local items are allowed through June 1st of the school year if the invoice can be obtained by June 1st. (Consistent with LPOSD policy)

All invoices/packing slips and receivers must be turned into the Accounts Payable Specialist by June 1st.

The individual designated as "Project Director" (on the PAFE Grant Application Form) is fully responsible for researching District Policy and submitting accurate and complete information on the District Purchase Requisition Form.

PUBLICITY:

We follow-up with our donors to let them see first-hand how their contributions make an impact. One of the most powerful ways we raise money is by educating our community about the work you do. We speak to civic organizations and post news stories and videos through our website and social media. These are some ways you can help us share our mission:

- Share pictures of your project. If you include students in the picture, please confirm they have media release permission.
- We may contact you regarding a visit to gather the story. You will have the opportunity to review the story for accuracy before it is published.
- If you make a tangible project, please consider making an extra one for us. The more we work together to show the community how special our relationship is, the more they will support our endeavors.
- Please mention PAFE in any grant publication or interview.

FORFEITURE OF GRANT:

The Panhandle Alliance for Education realizes that even with the best of intentions sometimes we are unable to accomplish what we set out to do. If situations arise that preclude such approved grants to be achieved, the grant monies will be cancelled and such funds will be added back to the annual grant pool for approved grants the following year.

If you are unable to serve as the Project Director or the essence of your project cannot be fulfilled, please contact PAFE in writing.

EVALUATION:

As project director you will be responsible for submitting a Final Evaluation. Grant projects should be completed no later than the last day of the school year that you received the grant.

Final evaluations are due by June 30th of the school year you received the grant. PAFE requires recipients to have a completed evaluation on file in order to apply for funds in the future.

GRANT MATERIALS PROPERTY OF LAKE PEND OREILLE SCHOOL DISTRICT:

All materials purchased through the Panhandle Alliance for Education to meet your grant requirements become property of the Lake Pend Oreille School District and belong to the school to which they are assigned.

GRANT MOBILITY POLICY:

An individual teacher whose teaching assignment changes within the district may "take" the grant award with them to their new assignment if it is determined that the plan and execution of the plan is still valid in the new assignment.

Upon reassignment or departure of a Teacher Grant recipient, a grant award may be passed to another teacher within the same building if it is determined that that teacher will execute completely the plan of the original grant recipient.

If it is determined through a review process of the Grants Committee that a request for grant mobility will not result in the execution of the original grant, the grant will not be awarded but will be forfeited.