

## Grants Checklist

1. Once **ALL** the following has been obtained please turn it in to your Principal.

- Name of Grant \_\_\_\_\_
- Detailed Application.
  - Grant Amount \$\_\_\_\_\_
  - Intended expenses and amounts (list out specifics).
    - Grant rules and procedures (guidelines).
      - Lists acceptable purchases per the Grant.
      - Timeframe of when funds need to be spent (need in writing).

### Approvals:

Principal \_\_\_\_\_

Treasurer \_\_\_\_\_

Superintendent \_\_\_\_\_

The following steps are after District approval (to be done in order as appears):

- Submit Grant.
- Approval letter or email sent to Principal and Treasurer.
- Copy of original application sent to Principal and Treasurer (if not provided originally or altered).
  - Grant Code \_\_\_\_\_ (this will be provided once approval from Grant received)
- Requisition created once code received.
- Purchase order received by grant writer/creator of requisition (can only purchase items once this has been received).
- Itemized receipts turned in prior to one month before the end of the current school year with final report to the Grant.

\*If any of these steps are not followed then any expenses may not be covered or reimbursed.