

IMLAY CITY COMMUNITY SCHOOLS

Mini-Grant Policy and Procedures

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- Copy the grant approval letter and submit it to Dawn Katkic at the Administration Building. Expenditures will not be allowed until approval letter is received. The approval letter is the only notification accepted.
- Submit requisition for supplies to your building secretary; the requisition must note the name of the grant it is being applied to. The building principal will sign for final approval.
- Requisitions are to be completed within **one month** of grant approval. Grants awarded **after April 1st** must have requisitions turned in **immediately** following grant approval.
- Some grants (ex: Four County and MSU) require a follow up report to be submitted back to the issuer, it is the responsibility of the grant holder to follow the grant guidelines. You may contact Dawn Katkic for an expense report if needed.
- There are several options available to purchase your supplies; an approved requisition is required for all expenses, whichever option is chosen.
 1. Purchase Order – Preferred
 2. Order online and charge to the district purchase card. (See me or your building secretary for procedures.)
 3. Direct check can be issued to the vendor for immediate payment.
 4. Expense reimbursement to the employee. This is not recommended for grant purchases because the school is a tax-exempt entity and purchases made in your name cannot be tax-exempt.