



"Pointing the way to excellence"

HICKMAN MILLS EDUCATIONAL FOUNDATION GRANT RECIPIENTS' GUIDELINES

- An account will be set up in the Public Information Office for each grant awarded.
- Grant recipients must fill out designated purchase grant requisition (three are included in this packet-more may be requested from the Public Information Office-7040) and send or take to Public Information Office, located at the Administration Center, with receipts/invoices attached.
- Money will be disbursed to grant recipients only with completed grant requisition forms and proofs of purchase (order confirmation/receipts/invoices). Checks will be made out to grant recipient for exact amount or checks will be made out to the vendor for exact amount of purchase. **All orders must be completed by the Grant Recipient.** Payments will be made from the Public Information Office.
- The Grant Requisition steps are:
 1. Call 316-7040 for a purchase order number
 2. Place the order (if not a Technology item)
 3. Complete the Grant Requisition form in its entirety
 4. Attach the receipt, invoice or order confirmation and return to Public Information Office at the Administration Center
 5. If Grant is an audiovisual or computer, send completed requisition including PO# to the Technology Department at Baptiste x7208
 6. Technology will complete order, acquire invoice and return completed Requisition form to the Director's office at the Administration Center
 7. Checks will be made out to the grant recipient for exact amount or checks will be made out to vendor for exact amount of purchase
- The purchase order and reimbursement receipts should be a minimum of \$100, except for possibly the final payment, at each single request for disbursement.
- All orders concerning technology must go through the Technology Department. The Technology Department and the Public Information Office will coordinate ordering. Invoices will be paid out of the Public Information Office.
- Checks will be disbursed within five school days.
- Grant money must be spent by May 15th of each year.
- Grant Evaluation Form must be submitted to Regina Taylor, Public Information Office at the Administration Center, by May 25th of each year.