



## **Federal Programs Reimbursement for Private Schools**

Private schools may only request reimbursement for items discussed during consultation and approved in grant applications. Reimbursement will only be considered after prior approval of purchases by the Coordinator for State and Federal Programs. All items purchased using federal funds, including reimbursements, shall remain the property of Charlotte County Public Schools under guardianship of the private school until the project is complete and should be labeled as such. Serial numbers for all devices must be submitted to the Library Technical Assistant for inventory in the Destiny system.

### **Reimbursement Process:**

1. Send written purchase requests to Coordinator of State and Federal programs for approval.
2. Once written approval is received, complete purchases for approved items.
3. After purchase, submit the following to the Coordinator of State and Federal Programs:
  - Original Receipt or Invoice (or a copy)
  - Check Request Memo (see page 2)
  - Original request for funding with reimbursement items marked (sample attached)
  - All other supporting documentation
4. Coordinator of State and Federal Programs will approve (or deny) and submit request to finance if eligible for reimbursement.
5. The Charlotte County Finance Department will mail check to private school address on file.

### **Other Options for Grant Funded Purchases:**

1. **Purchase Orders:** For items you would like CCPS to purchase on your behalf, please send an email confirming request along with the original invoice to the Coordinator of State and Federal Programs.
2. **Credit Card Purchase:** For any items under \$500, please send a complete shopping cart or itemized list including: price, description, quantity, and vendor to Coordinator of State and Federal Programs to purchases using a district-issued Purchase Card.

Steve Dionisio  
Superintendent



School Board  
Wendy Atkinson, Chairman  
Bob Segur, Vice-Chairman  
Kim Amontree  
Cara Reynolds  
Ian Vincent

To: Charlotte County Finance Dept.

Fr: **Name, Position and School**

**Date**

Check Request Memorandum

Dear Finance,

I am writing to you to request a reimbursement check to be paid to **School Name** for the purchase of **Items to be Reimbursed** as approved in the CARES ESSER Grant. The total amount is **\$XXX.XX** to be charged to account 43 931 431Z9 \_ \_ \_ \_ \_ . This purchase falls within the guidelines of the Elementary and Secondary School Emergency Relief Fund equitable funding set forth by the state. Please find attached a copy of the invoice/receipts for the materials described above. Please let me know if you need any further documentation.

Payable to: **School Name**

Amount: **\$XXX.XX**

Account: 43 931 431Z9 \_ \_ \_ \_ \_

Memo: ESSER Reimbursement

Respectfully,

**Name- Position**  
**School Name**  
**Phone Number**

AND

Ashley Monier - Coordinator of State and Federal Programs  
Charlotte County Public Schools  
(941)255-0808 Ext. 3031

# ESSER Funds for CCS

Estimated Allocations: \$70,823.84

**\*Items submitting for Reimbursement**

School Year	Vendor	Item	Price	Qty	Total	Purpose
19/20	Study.com	Study.com classroom teacher subscription (per month)	\$29.99	4*	\$119.96	Our upper school english and science teachers utilized this platform to support distance learning with videos and lessons during the months of April and May.
20/21	Staples	Infrared Non-Contact Digital Thermometer	\$59.99	6	\$359.94	Regular temperature checks for staff, students, and visitors.
20/21	Computer Station	Multi-touch Display Board w/ wall mount and wireless dongle	\$2,425.80	4	\$9,703.20	Interactive boards provide students with alternative learning experiences and encourage interaction with the material.
20/21	SuperChem, Inc.	Adjustable Mask (50/BX/100/CS)	\$39.13	12	\$469.56	PE for students. Staff will not be required but will be available for individuals who choose to wear it. Cafeteria staff will be required to wear masks during food preparation.
20/21	SuperChem, Inc.	Nitrile Gloves 10 Boxes of 100	\$8.67	12	\$489.72	PE for staff
20/21	SuperChem, Inc.	Purell Instant Sanitizer 12oz (12/CS)	\$79.97	20	\$1,599.40	Bottles of purell will be placed in classrooms, offices, and common spaces to help with sanitation.
20/21	SuperChem, Inc.	Disinfectant Spray (12/20/CS)	\$63.69	12	\$764.28	Staff will disinfect classroom and common area surfaces regularly.
20/21	BrainPop	BrainPop Teacher Subscription	\$230.00	2	\$460.00	Upper elementary teachers will use BrainPop to support learning in and out of the classroom specifically in science, social studies, and language arts. This will be especially useful as teachers work to fill learning gaps that may have occurred during distance education due to Covid.
20/21	EdPuzzle	EdPuzzle School Subscription (2years)	\$2,200.00	1	\$2,200.00	K5-12 grade teachers will utilize EdPuzzle to create video and learning experiences for flipped classrooms and distance learning. This will be especially useful as teachers work to fill learning gaps that may have occurred during distance education due to Covid.

20/21	Staples	Samsung Chromebook 11.6" (w/ warranty)	\$317.46	140	\$44,444.44	Computers will provide access to online resources for students in grades K5 through 12th to complement and enhance learning in the classroom. Chromebooks will be lent to families if distance education is implemented. This will be especially useful as teachers work to fill learning gaps that may have occurred during distance education due to Covid.
20/21	Staples	Portable Charging Carts - 24 unit	\$699.99	6	\$4,199.94	Carts will provide storage and portability for purchased chromebooks so that classrooms can easily access and share the resource.
21/22	SuperChem, Inc.	Adjustable Face Mask (50/BX/10BX/CS)	\$39.13	7	\$273.91	PPE for students and staff will not be required but will be available for individuals who choose to wear it. Cafeteria staff will be required to wear masks during food preparation.
21/22	SuperChem, Inc.	Nitrile Gloves 10 Boxes of 100	\$81.62	6	\$489.72	PPE for staff
21/22	SuperChem, Inc.	Purell Instant Hand Sanitizer 12oz (2/CS)	\$79.97	10	\$799.70	Bottles of sanitizer will be placed in classrooms, offices, and common spaces to help with sanitation.
21/22	SuperChem, Inc.	Disinfectant Spray (12/20/CS)	\$33.65	10	\$336.50	Staff will disinfect classroom and common area surfaces regularly.
21/22	BrainPop	BrainPop Teacher Subscription	\$230.00	2	\$460.00	Upper elementary teachers will use BrainPop to support learning in and out of the classroom specifically in science, social studies, and language arts.
22/23	EdPuzzle	EdPuzzle School Subscription (2years) -To be ordered before September 30, 2022	\$2,200.00	1	\$2,200.00	K5-12 grade teachers will utilize EdPuzzle to create video and learning experiences for flipped classrooms and distance learning.
22/23	BrainPop	BrainPop Teacher Subscription -To be ordered before September 30, 2022	\$230.00	2	\$460.00	Upper elementary teachers will use BrainPop to support learning in and out of the classroom specifically in science, social studies, and language arts.
				<b>Total:</b>	\$70,812.98	

\* These were purchased after March 13, 2020 to support distance education in April and May of the 19/20 school year.