**Memorandum**

**To:** JMPHS, MCAA, Waypoint

**From:** Lisa Roderick

**CC:** Shirley Joseph, Superintendent

**Date:** 8/5/2020

**Re:** Grant Funding for Charter Schools (Reimbursement)

In regards to **all** grant funding for reimbursement the district must have purchase orders (PO) **and** invoices *submitted and approved* by Lisa Roderick, in order to release funding to each charter school. To do this you will:

1. Create your PO and process it,
2. Get an invoice from the vendor,
3. Submit both items to Lisa Roderick via email,
4. After Lisa approves the PO and invoice, it will be sent to Finance for payment.

These requests must align to the grant to the district. For instance, if you have Chromebooks in your application, you would submit your PO and the invoice to show that you are ordering the Chromebooks for any funding to be released for those items. If you order Dell laptops instead, *we would not be able to approve* that as Chromebooks were originally requested.

Federal grant funding is different, and has to be accounted for differently than other monies are. We also must have the inventory of all items (unless they fall under object code 510 **and** are consumable supplies under $500.00), that are purchased with these funds. The district is required to have your inventory for those items submitted in May, 2021 to the Lisa Roderick (unless FDOE requests them sooner), for monitoring purposes.

Should you have any questions in regards to the funding and acquisition of funds please call Lisa Roderick at 850-973-1565 or by email [lisa.roderick@mcsbfl.us](mailto:lisa.roderick@mcsbfl.us).