

MATCHING FUNDS APPLICATION CHECKLIST

2019-2020

Contact Information for Matching Funds :

Contact Name Kristen Paustian
Contact Phone Number 704-630-6006
Contact Email Address Kristen.Paustian@rss.k12.nc.us

School Information:

PRINCIPAL
SCHOOL NAME
SCHOOL PERCENTAGE
BOE PERCENTAGE MATCH

Contact Information at School for Matching Funds Project Assigned by Principal

SCHOOL CONTACT NAME
SCHOOL CONTACT PHONE # EXT
SCHOOL CONTACT EMAIL

PROJECT & TOTAL:

Step One Complete the Matching Funds Application

Step Two Obtain quotes or bids- The Operations Department is here to help. We will help obtain any quotes needed for projects. You are welcome to submit quotes/bids on projects from any preferred vendors. Items for purchase may be priced out and quotes forwarded to our office.
Freight does apply Add 10% if unsure
Taxes do apply 7% of total *Shipping & *Labor(Installation) are taxed*

Step Three Send in Completed Application for Approval

**Return To Operations By
9/23/2019**

Step Four BOE votes on approvals during the October meeting.
Schools will be notified by October 28th of project approval.

Step Five Send the required Matching funds check **no later than January 31, 2019** (made payable to RSSS)
Rowan Salisbury Schools
Construction Dept. Attn: Kristen Paustian
500 N. Main St
Salisbury NC 28144

DO NOT APPROVE ANY WORK TO BE DONE OR MAKE ANY PURCHASES. THIS IS DONE THROUGH THE OPERATIONS OFFICE AFTER YOUR CHECK HAS BEEN RECEIVED AND PO'S ARE IN PLACE.

The following steps will be followed once the check has been received.

Operations will:

- Process check for deposit*
- Have funds assigned to proper accounts*
- Obtain necessary contracts, certificates of insurance, etc.*
- Obtain pre-audit, if necessary*
- Create purchase order*
- *if necessary Jeff Holshouser (Construction Manager) will be the liaison for you and the vendors for your project.*

