

**BUSINESS OFFICE**  
**EDUCATIONAL GRANT GUIDANCE**

The following are the steps to follow when a District employee/department been awarded an educational grant by an outside entity.

If the check is payable to the District go directly to Step 2.

**Step One:** Teacher/recipient endorses the back of the check as follows:

Pay to the Order of Dinuba USD by (teacher's signature)

**Step Two:** Teacher/recipient complete the **Notice of Grant Award** (attached)

**Step Three:** Create requisition(s)

- a) No more than two (2) vendors may be used. **One is preferred.**
- b) No Open PO's are allowed. A list of items to be purchased must accompany the requisition.
- c) Include the teacher's/recipient's name and type of grant (i.e. Ruiz for Kids) in Comments section of requisition.
- d) The amount of the requisition(s), **including tax and shipping,** may not exceed the grant amount.
- e) Code the requisition as follows:

010-11000-0-11100-10000-43000-00-2222-0000-070

**Step Four:** Submit the following as a packet to the District Office

- a. Check (endorsed if applicable)
- b. Requisition(s) signed by Principal/Director
- c. List of items or shared shopping cart.
- d. Notice of Grant Award (Next Page)

**Note:** Please notify teacher/recipient that funds **must** be spent by April 1 of the school year in which the funds were awarded.

## Notice of Grant Award

(To be completed by teacher/recipient)

Teacher/Recipient's name: \_\_\_\_\_ Site: \_\_\_\_\_

Grant received from: \_\_\_\_\_

Amount of Grant: \_\_\_\_\_

Funds to be expended through purchases at the following vendors:

Vendor #1: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Vendor #2: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Note: Funds MUST be spent by April 1 of the school year in which they are received.**