

SWSF AWARD GUIDE

What You Need to Know to Access Your Funds:

It can take up to 30 days to access your funding regardless of how you want to spend it...

Expense Reimbursement:

If you are short on time, talk to your school principal about purchasing your funds by expense reimbursement. This can speed things up on your end but remember that the district has to have the money from the Foundation before your expense can be approved. Additionally, it must be coded in the accounting system before you can be reimbursed. Each grant has its own code for tracking purposes.

You can find the SWSF Professional Development Grant Reimbursement Form under the Accounts Payable Forms section on the Quick Links for Staff linked [here](#). Submit it to your school secretary for coding and the proper approvals. Reimbursement forms submitted by the 10th of the month are *usually* paid by the end of the month, *depending on whether the funds are received and coded*.

Purchase order:

If you prefer to have the school district order your materials and pay the vendor directly, you will need to submit a Purchase Order/Requisition Request Form under the Accounts Payable Forms section on the Quick Links for Staff [here](#). You will submit this form to your school secretary. This process takes a little bit of time. If we don't have the funds yet, or we don't have an account code yet, the purchase order cannot be processed, and the materials can't be ordered without the purchase order.

Funding for Field Trips:

Field trips are more complicated, as many of you already know, because you need approval from the Superintendent and sometimes the School Board, depending on where you are going and for how long. Please review the Field Trip Section on the Quick Links for Staff page [here](#) for a more in-depth description of what is required. Please allow extra time for planning and approval.