



## Grant Disbursement Process for 2008-2009

### Grant Recipient Reimbursement

- Confirm the EXACT COSTS for the items/services for your grant. The Lake Washington Schools Foundation will only provide funds UP TO the budgeted amount in your grant application.
- Fill out the disbursement request form. This was included in an email and is also available on our website at [www.lwsf.org](http://www.lwsf.org).
- You must include the grant number and grant applicants name, which may differ from the person conducting the program financed by the grant.
- Fill out the expense reimbursement portion listing who payment should be made to and an address.
- Attach **ALL** receipts. **Payment cannot be made without a receipt.**
- Send to the Lake Washington Schools Foundation via:
  - PO Box 83, Redmond, WA 98073
  - Intra-district mail to Lake Washington Schools Foundation (LWSF)
  - FAX 425.702.3449

### Vendor Payment

- Contact vendor and place order using the grant number as the invoice number. If you place more than one order with the vendor, simply add a "2" or "3" to the end of the grant number to differentiate the orders. Do not place order with vendor using the Lake Washington School District as the customer. The customer should be the **Lake Washington Schools Foundation**.
- When placing your order, please note that the shipping and billing addresses should differ. Use your school address as the shipping address. The billing address is:  
Lake Washington Schools Foundation  
PO Box 83  
Redmond, WA 98073
- Fill out disbursement request form provided by the Lake Washington Schools Foundation. The expense portion should list vendor payment information. **A mailing address is required.**
- Attach a copy of the order form to the reimbursement request. Payment cannot be made without an order form.
- Send to the Lake Washington Schools Foundation via:
  - Regular mail
  - Intra-district mail
  - FAX
- The LWSF will make payment directly to the vendor.

## **Consultant (self-employed)**

- Finalize the availability and activity of the consultant you are utilizing to provide specific workshops.
- Confirm the EXACT COSTS for the services to be provided by the consultant. Ensure that they are within the budget that you provided for the grant application. The Foundation will only provide funds UP TO the budgeted amount in the grant application.
- Obtain a W-9 Form to be completed by the consultant. This should include the consultant's address and Social Security Number. This is REQUIRED for the consultant to be paid for the services rendered. A 1099 will be sent to the consultant as required by the IRS tax code.
- Once services are rendered by the consultant they may be paid. Ask for an invoice that can be sent to the Foundation along with the Grant Disbursement Grant Form and the W-9 form in order to ensure timely payment.

## **District Bus**

- Contact the district and schedule bus use. Indicate that the Lake Washington Schools Foundation should be billed for the bus. The district will bill the Lake Washington Schools Foundation.
- Provide the district with the grant number to be included on the bus trip form so that the correct grant can be applied.