



2011-2012 Reaching for Success Grant Disbursement Process

Grant Recipient Reimbursement

- Fill out the disbursement request form provided by the Foundation.
- Include the grant number and the grant applicant's name.
- 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:
 - Regular mail to LWSF, PO Box 83, Redmond, WA 98073
 - Intra-office mail
 - FAX to 425 936-1449

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 the disbursement request form provided by the Foundation. The expense portion should list vendor payment information. **A mailing address is required.**
- Attach a copy of the order form to the disbursement request. Payment can not be made without an order form.
- Send to the Lake Washington Schools Foundation via:
 - Regular mail to LWSF, PO Box 83, Redmond, WA 98073
 - Intra-office mail
 - FAX to 425 936-1449
- The Foundation will make payment directly to the vendor.

Stipends

Stipends for teachers will be paid to the district. The Foundation pays a full or half stipend only, no per diems. Grant funding is for teachers only; not classified staff.

- The school principal is responsible for writing a letter to the Foundation requesting that the grant be disbursed as a stipend. The letter must include:
 - Grant number
 - Amount of grant
 - Teacher to be paid
- The school principal is also to fill out a grant disbursement form to be included with the letter to the Foundation.
- The Foundation will ask the district to approve the grant disbursement.
- The district will ask the school board to approve.
- Once the Foundation has approval from the school board and district, the grant will be funded to the district and the school principal notified.