

## The Education Foundation of the West Ada School District Accessing Funds Procedures- Parent Organizations

The Education Foundation of the West Ada School District (Joint School District No. 2) acts as fiscal agent for all monies designated by a donor to a school, program, fundraiser, or staff member. The following instructions explain how to access funds for a Teacher Grant Award, classroom teacher donation, fundraiser, or program expenses:

### 1. Definition

- a. Program Director—an individual responsible for the account and the only person who can access account funds (teacher or staff member responsible)
- b. Foundation- West Ada Education Foundation
- c. District- West Ada School District

### 2. The Program Director must follow the Internal Revenue Services 501(c)(3) guidelines

- a. Donations, as well as any item(s) purchased with donation, are not transferable to another program, school, project, or classroom
- b. Donations are non-refundable
- c. Donations cannot be used for Joint School District No. 2 employee stipends, salaries, or wages
- d. Donations must be used as specified by donors
- e. Donations may not be made or used for personal gain
- f. IRS rules state, anything purchased with funds that flow through the West Ada Education Foundation and anything granted by the Foundation, stays with the classroom it was purchased for or given to. If the teacher moves schools in the district, both principals must agree to the transferring of any goods/services related to the foundation. If the teacher leaves the district, all purchases will stay in the classroom it was purchased for or given to.
- g. Purchases made with gift cards will not be reimbursed.

### 3. Ordering Procedures

- a. All purchases should be made by the day after school gets out. Any exception must be approved by the director of the foundation
- b. If there is a change to the items being purchased, Program Director must receive written approval from the Executive Director of the foundation to change the purchase
- c. All purchases must meet district guidelines; example: only district approved technology
- d. Program Director purchases items either using personal funds for reimbursement or using district accounts and the Foundation will reimburse with approved and acceptable receipts.

### 4. Payment/Reimbursement Timeline

- a. The Foundation processes payments once a week. Once a reimbursement request is received, the funds will be distributed the following week.
- b. District accounts may be used to purchase items and the Foundation will reimburse the school accounts. These reimbursements must be preapproved.

- i. Program Director fills in Request for [Secondary DSC Check/Purchase Request Form](#)
- ii. Program Director signs and has the Principal sign
- iii. Email signed Secondary DSC/Check Purchase Request form and letter you received from the West Ada Foundation to [westadafoundation@westada.org](mailto:westadafoundation@westada.org)
- iv. Executive Director will approve and send back to you with an account code on the Secondary DSC Check/Purchase Request form
- v. Take your approved Secondary DSC Check/Purchase Request Form to your bookkeeper/secretary and check out the schools P-Card and make your purchase.
- vi. Once your purchase is complete, email [westadafoundation@westada.org](mailto:westadafoundation@westada.org) copies of your receipts.
- vii. Give signed copy of receipts and approval form to your bookkeeper/secretary for entry into Wells Fargo P-Card Website. Secretary/Bookkeeper will retain original copies at school.
- viii. All funds must be spent by April 15<sup>th</sup> of the year received. PTO's may carry over money. The intent of the money donated by a parent is to spend it when their child is in the school. PTO's should make every effort to spend their donations in the year it was received.

**5. Reimbursement Request (Please use option #4 above to avoid this process)**

- a. Program Director must complete all requested information on the Reimbursement Request Form, forms are found on the <http://westada.org/educationfoundation> – **District Website- About Us- Education Foundation** or email [westadafoundation@westada.org](mailto:westadafoundation@westada.org) .
- b. Program Director must sign all receipts, vendor invoices or written requests for payment and staple them to the Reimbursement Request form. The Principal must also sign the reimbursement request verifying approval of the expenditure. If it is not complete, the reimbursement request will be denied and returned.
- c. Written requests for payment, receipts and/or vendor invoices must total \$25.00 before submitting. There may be exceptions.
- d. All receipts, vendor invoices or written requests for payment **must include Idaho State Sales Tax** if purchased from an Idaho vendor.

**6. Time Line**

- a. All requests for purchase orders or reimbursements must be received by the Foundation office by the day school gets out. No orders or checks will be processed after the deadline. Contact the Foundation for any exceptions.

**7. Thank you note to donor**

- a. Please immediately thank your donors in any way you can. **A donor's expectation is that the donation will be used in the year it was given.**