



Education Foundation of the Joint School District No. 2 (West Ada School District) Accessing Funds Procedures

The Education Foundation of Joint School District No. 2 (West Ada) 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:

- **Definition**
 - Program Director—an individual responsible for the account and the only person who can access account funds
- **The Project Director must follow the Internal Revenue Service's 501(c)(3) guidelines**
 - Donations, as well as any item(s) purchased with donation, are not transferable to another program, project, or classroom
 - Donations are non-refundable
 - Donations cannot be used for Joint School District No. 2 employee stipends, salaries, or wages
 - Donations cannot be used for gift cards.
 - Donations must be used as specified by donors
 - Donations may not be made or used for personal gain
- **Ordering and Reimbursement**
 - The Foundation processes payments as they come in. Once a reimbursement request is received, the funds will be distributed within a week.
 - The Fundraiser/Program Director must complete all requested information on the Reimbursement Request Form, contact the Foundation if you need a copy.
 - Fundraiser/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.
 - Multiple vendors may appear on the same Reimbursement Request. Be sure all documentation accompanies the form.
 - All receipts, vendor invoices or written requests for payment **must include Idaho State Sales Tax** if purchased from an Idaho vendor, not if the P-card is used.
 - Follow all directions on the reimbursement form. Teacher should check out the school P-card, order the items, then send in reimbursement form and receipts to westadafoundation@westada.org. Keep one copy of all receipts and reimbursement form with the bookkeeper or secretary.
 - Any charge without receipts to the Foundation account will be charged back to the school.
- **Grant Award Program Account Fund**
 - A Grant Award is for a one-year timeline only. Any unexpended funds in a Grant Award account at the end of the current fiscal year, will be absorbed into the Foundation's Unrestricted Fund.
 - The date which the funds must be spent are included in the letter of approval received by the grant writer. Typically, the grant is funded for the following school year and the deadline is in the spring of that year. Read your letter and accompanying information carefully.
- **Time Line**
 - All requests for purchase orders or reimbursements coming from the **Thank a Teacher** program must be spent within the same school year as the donation was made. These requests must be received by the

Foundation office by **April 15th of that year**. No orders or checks will be processed after the deadline without prior approval.

- After the **April 15th** deadline, any unused donation funds will be absorbed back into the Foundation to subsidize other programs.
 - Donations **given after April 15th** must be spent by April 15th of the following year.
- **Thank you note to donor**
 - Please immediately acknowledge the Thank a Teacher gift from the donor. Indicated the amount you received, how you plan to use the donation, what the gift will mean to your students, and how appreciative you are of the gift. A donor's expectation is that the donation will be used in the year it was given, typically because they have a child in that class and want them to benefit from the donation.