

 <p data-bbox="326 163 415 222">IOWA CITY COMMUNITY SCHOOL DISTRICT FOUNDATION</p>	<p data-bbox="500 138 862 222"><b>Procedures ADMINISTRATION</b></p>
<p data-bbox="199 226 464 258"><b>Number: ADM-1025</b></p>	<p data-bbox="500 226 1003 258"><b>Title: ACCESS DESIGNATED FUNDS</b></p>

**Access donations and grants held at the ICCSD Foundation using the District purchasing process or by requesting a check to be written.**

If possible, all purchases should be made through the ICCSD to take advantage of the District’s sales tax-exempt status. The Foundation is not a state sales tax-exempt organization.

**For purchases made using the ICCSD Purchasing Process:**

**If purchasing with a Purchase Order or EPO:**

1. Follow the District’s usual Purchase Order process to place the order for your purchase. **On the District’s Requisition Form, be sure to list “Foundation” and your Foundation fund name for the “Account Number to be Charged.”** Contact us if you are unsure of the fund name.
2. Submit the PO requisition to the district as usual. You will receive a copy of the Purchase Order from the District for your records.
3. Complete a **“Request for Designated Funds”** form available from the Foundation office or at [www.iccsdfoundation.org](http://www.iccsdfoundation.org) under “Forms”. *Include the Purchase Order number and vendor name on the Foundation Request form.* Submit a copy of the Purchase Order and the **Request for Designated Funds** form to the Foundation office through campus mail. *This step is required before payment can be made.*

*If several purchases are being made (to complete a project, for example), it is acceptable to complete one Request for Designated Funds form with an attached spreadsheet that summarizes purchases including: the date of purchase, the PO number, the vendor, a general description of what was purchased, and the purchase amount.*

**If purchasing with a District P-card:**

1. On the monthly log documenting P-card expenditures, list **“Foundation – Account Name”** on the monthly report for the account to be charged, along with the other required information. Contact us if you are unsure of the fund name.
2. Complete a **“Request for Designated Funds”** form available from the Foundation office or at [www.iccsdfoundation.org](http://www.iccsdfoundation.org) under “Forms”. *Include the vendor name on the Foundation Request form.* Submit the **Request for**

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**Designated Funds** form and a copy of the receipt or other documentation to the Foundation office through campus mail. *This step is required before payment can be made.*

**If a check is needed to pay a vendor or to reimburse for purchases:**

1. Complete a “**Request for Designated Funds**” form available from the Foundation office or at [www.iccsdfoundation.org](http://www.iccsdfoundation.org) under “Forms.” Note on form where payment should be sent and how the check should be made payable. Include the name of the fund to be charged. Contact us if you are unsure of the fund name.
2. Submit a copy of the **invoice(s)** or **receipt(s)** with the **Request for Designated Funds** form to the Foundation office at the ESC via campus mail. *This step is required before payment can be made.*

*If you need a quick turnaround on the check (i.e. - 1 to 2 days), please give us a heads up with a phone call (688-1012) or email ([foundation@iowacityschools.org](mailto:foundation@iowacityschools.org)) so we know it is time critical and know how to get it to you in a timely manner.*

When purchasing through the District, the District will pay for the purchase, then bill the Foundation for reimbursement. The District will be paid from the account indicated on your Request for Designated Funds form.

If you have any questions, please contact the ICCSD Foundation office: 688-1012 or [foundation@iowacityschools.org](mailto:foundation@iowacityschools.org).