

	Procedures ADMINISTRATION
Number: ADM-1025	Title: ACCESS DESIGNATED FUNDS

How to access funds held at the Foundation for the ICCSD using the District purchasing processes

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.

If purchasing with a Purchase Order:

1. Follow the District's usual Purchase Order process to place the order. On the District's requisition form, be sure to list "Foundation" and the fund name and account number to be charged." Contact us if you are unsure of the fund name or account number.
2. Submit the PO requisition to the District as usual and include the Foundation's **Request for Designated Funds (RDF)** form. You will receive a copy of the Purchase Order from the District for your records.
3. Include the PO number and vendor name on the **RDF** form, then submit a copy of the PO and the **RDF** form to the Foundation office either via email at foundation@iowacityschools.org, or 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 **RDF** form with an attached spreadsheet that summarizes purchases including: the date of purchase, the PO number, the vendor name, 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 and number**" 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.

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2. Complete the **RDF** form and submit it along with a copy of the receipt or other documentation to the Foundation office either via email (foundation@iowacityschools.org) or through campus mail. **This step is required before payment can be made.**

If a check is needed to pay a vendor for purchases:

1. Complete an **RDF** form and note where the payment should be sent and to whom the check should be made out to. Include the name of the fund and account number 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 **RDF** form to the Foundation office either via email at foundation@iowacityschools.org, or campus mail at ESC. **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) 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.

Per the District's policy, we are unable to reimburse an employee for purchases made using their own money except for in cases of an emergency.

If you have any questions about these processes, please contact Elaine Allen at the Foundation office at: 688-1012 or foundation@iowacityschools.org.

The Request for Designated Funds form can be found on the Foundation website under "Staff Links" at <https://iccsdfoundation.org/forms/>