



## Procurement and Payment Process

### ***Procurement of Goods and Services:***

Orders must be placed with vendors (using hand-written purchase orders when possible) and hard copy invoices must be received from the vendors. These invoices are to be submitted along with the Grant Expenditure Worksheet to the LFHS Foundation Treasurer as outlined below. ***Purchases of goods and services with a Foundation grant award MAY NOT be made using LFHS D115 Procurement Cards (P-Cards).***

Note: If it becomes necessary or advantageous to purchase different items than those initially approved, please contact the Grants Vice-Chair at [lfhsfoundation@gmail.com](mailto:lfhsfoundation@gmail.com) for approval. ***Any substitution of products and/or services must stay within the original intent and objectives of the approved grant.***

### ***Bid Requirements:***

The Illinois School Code requires that all contracts for supplies and materials involving expenditure in excess of \$10,000 must adhere to the BIDDING PROCESS. When developing a Foundation grant application keep this requirement in mind as it will add to the timing and implementation of the entire process. Certain products (such as technology) are exempt from competitive bidding requirements. For more specific information, please contact the LFHS Business Office.

### ***Requesting Payment:***

To request payment for an award:

- Please indicate the items requiring payment on the Expenditure Worksheet (Section C)
- Enter your name in Section D as an electronic signature
- If product substitutions were required at the time of purchase, note those substitutions in Section E on the Expenditure Worksheet and include the rationale for the change in Section F.
- Email this form to the LFHS Foundation at [lfhsfoundation@gmail.com](mailto:lfhsfoundation@gmail.com).
- Appropriate documentation validating the amount and receipt of materials/services should also be placed in the Foundation mailbox located in the Main Office at the high school. Please note: this documentation must include the **ORIGINAL** invoice with administrative approval to pay.

This process must be followed each time payment is needed for a grant. Multiple columns are provided if more than one payment is required. The worksheet is designed to keep a running total of payments as implementation of the grant progresses.

### ***Grant Expiration:***

It is the goal of the Foundation to have each grant fully implemented as soon as possible after the start of the next school year. Accordingly, funds will be available to make purchases until the first day of December following the grant award. Funds not used by this date will be returned to the general pool for use in next grant cycle. If there are extenuating circumstances that require unused funds be reserved beyond the December 1<sup>st</sup> date, the grant recipient will need to contact their Grants Committee Department Liaison to request an extension.