## **REGULATION**

Rochester Community Schools Rochester, Michigan 48307

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## **FOUNDATION GRANTS**

The purpose of this regulation is to ensure that disbursement of monies through the Rochester Community Schools Foundation complies with approved funding projects for which the monies were granted. This regulation will avoid any duplication of efforts and supply a centralized system. The following steps are to be followed with no exceptions:

- 1. The appropriate administrator will forward the signed purchase order to the Office of Development for processing, including review and approval. This purchase order may be accompanied by suggested vendor and price information if applicable.
  - All purchase orders funded through the Rochester Community Schools Foundation must be signed by the appropriate budget controller before it will be approved through the Office of Development.
- 2. The Office of Development will send the approved purchase orders to the purchasing department.
- 3. Once equipment is received and installed, all signed receiving documents should be sent to the Accounts Payable Department for processing. The Accounts Payable Department will forward copies of invoices to the Office of Development.
- 4. The Accounts Payable Department or Controller will prepare checks for appropriate signatures.

Approved: January 15, 1996