

PROCESSING A REQUEST TO DISBURSE FUNDS FROM THE FOUNDATION ACCOUNT

There are two ways that funds may be disbursed from the Education Foundation. One involves the foundation paying for something directly on behalf of the school or project. The other involves the Education Foundation reimbursing the school or project for expenditures they have incurred and paid that relate directly to the Education Foundation project.

1. Directly paid by the Education Foundation on behalf of the school/office project.
Certain types of expenditures may be paid directly by the Education Foundation from the project funds. These include large dollar expenditures such as scholarships, technology, or playground equipment, etc.

A written **Request for Reimbursement/Disbursement of Project Funds** form must be prepared, signed by the appropriate authorized person(s) (*e.g., principal, school program plan team chair, project coordinator, or an office supervisor/director*), and forwarded with the original invoice and one (1) copy of the invoice order to:

Cindy Whitcomb, Administrative Assistant/Bookkeeper
The Education Foundation of Baltimore County Public Schools, Inc.
105 W. Chesapeake Avenue, Suite B-1
Towson, Maryland 21204

The Education Foundation generally disburses checks twice a month (the 15th and 30th). All requests should adhere to these dates to ensure that items purchased will be received when needed. All disbursement requests are subject to review and approval by the Education Foundation Executive Committee/Full Board.

NOTE: Do not use personal credit cards or cash to pay expenditures. Always use a tax exempt card when making purchases, as the foundation will not reimburse for tax.

2. Reimbursed to the School or Organization.
Invoices or orders from schools for less than \$1,000 should not be sent directly to the Education Foundation to be paid. **Small invoices (less than \$1,000) should be paid directly by the school/office** (*e.g., activity funds/procurement cards*) and subsequently submitted to the foundation for reimbursement. To request reimbursement, please following these steps:

- a. Accumulate receipts and prepare a written **Request for Reimbursement/Disbursement of Project Funds** form that describes each receipt, a description of what was purchased, the amount, the vendor, the total of the reimbursement request, how it is consistent with the goals for academics/objectives of the Education Foundation project, and the Education Foundation project it applies to.
- b. Forward the request, signed by the appropriate authorized person(s) (*e.g., principal, school progress plan team chair, project coordinator, or an office supervisor/director*), and the attached receipts to:

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- c. Reimbursement requests will be processed by the foundation twice a month. Accordingly, receipts should be accumulated and submitted on or about the 1st or 15th of the month. Final disbursements are due the last Friday in May.



**REQUEST FOR REIMBURSEMENT/DISBURSEMENT
FROM A FOUNDATION PROJECT FUND***

Name of Project

School/Office

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Name of Preparer (*Type*)

Date

Phone Number

Email Address

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Briefly State the Reason/Purpose for the Disbursement:

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Amount requested \$ _____ Attach **original** receipts, invoices, quotes, purchase orders, etc. Sales tax will not be reimbursed.

Note: Final disbursements are due by the last Friday in May.

To be paid to (*Note: A separate disbursement form must be completed and submitted for each payee*):

Name of Business/School/Office to be paid:

Phone Number

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Address of Business/School/Office to be paid:

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All requests for disbursement must be signed by at least two authorized individuals, one being administrator/supervisor in charge.

Name (*Type*)

Title

Signature

Date

Mail to: Ms. Cindy Whitcomb, Administrative Assistant/Bookkeeper
The Education Foundation of Baltimore County Public Schools, Inc.
105 Chesapeake Ave, Suite B-1
Towson, MD 21204

Foundation Headquarters use only:

Approved by:

Name: Deborah S. Phelps Signature: _____

Date Paid: _____ Check #: _____ Account #: _____ Amount \$ _____