



Binghamton School Foundation Grantee Spending Process & Next Steps



Congratulations on being awarded a Binghamton City School Foundation grant this year! Each grant is considered through a rigorous process for final award and your proposal has been accepted. Please follow the steps below to access your grant funds and spend them on the proposed project.

1. There are two ways to spend your grant funds for your proposed project:

- a. **FIRST:** Through your building secretary, enter a Purchase Order for the desired vendor for your product(s). Your building secretary will have access to the specific grant code needed for this purchase.
 - i. This will access our district’s purchasing process and the official purchasing channels we have.
 - ii. We ask that you do not use Amazon.com unless it is a small purchase (~\$100 or less), but rather use one of the several NYS approved vendors;

Staples Advantage	School Specialty	Kurtz Brothers
Lakeshore	Nasco	Blick
Grainger	Pasco	WVR
Savvas (Pierson)	Heinemann	Scholastic
B&H Photo	Barnes & Noble	CDW Gov
WB Mason	Paxton/Patterson	Ward Science
BSN	Riley Maintenance	Sanico
Hill & Markes	LIC	

- iii. There are several challenges when using Amazon.com. Because Amazon.com is essentially a platform for 3rd party vendors, we are often unable to reconcile order discrepancies and often see significant back order issues.

- b. **SECOND:** You may purchase the items up front on your own, pay for them, and submit a claim form (attached) for reimbursement. All claim forms can be sent to Larry Dake at Columbus.
 - i. We are unable to reimburse NYS Sales Tax for purchases, but the rest of your purchase will be reimbursed via check directly to you from the grant code’s account.

2. All funded projects should be spent within one month of the grant award.

- a. This helps us track purchases and budget lines and have an accurate picture of possible funding for future grant cycles.

Questions?

- Grant-Related Questions: please email bcityschoolsfoundation@gmail.com
- Budget Code/Spending Questions: please email DakeL@binghamtonschoools.org.