

Schalmont IDEA Grant
A JOINT VENTURE IN INNOVATION
Schalmont Teachers' Association/Schalmont Central School District

Budget Implementation Procedures

1. Once a grant proposal is approved, the Schalmont Business Administrator will be notified and given a copy of the authorized budget.
2. The business office will verify salary projections based on 1/200th of a recipient's annual salary.
3. Building principals will be notified about IDEA Grants approved for teachers in each of their prospective buildings. Included in the notification will be information regarding substitute days required to complete the grants. The recipient must notify his or her principal about which days he or she will be requesting subs.
4. Each grant recipient must complete a form listing the days/dates that substitutes were hired and the days/dates used via per diem salary. Upon grant completion, submit the "days used" form with the verification form to Kelly Healy, IDEA Grant Chairperson.
5. IDEA Grant salary will be disbursed upon the successful completion of the project. The committee maintains the right to refuse funding for projects that have not been successfully completed.
6. A Schalmont purchase order must be used to purchase all budgeted items in your approved IDEA Grant.
 - Obtain purchase orders in your building.
 - Verify accuracy of all prices of ordered items
 - Add 15% for shipping
 - Do not exceed the budgeted amount for each category.
 - Recipient will be responsible for any costs that exceed the budget.
 - Send purchase order to Kelly Healy, IDEA Grant Chairperson, and appropriate codes will be added.
 - Purchase order will be sent to the Business Administrator who will sign PO and send it out.
 - Once the recipient receives items, send packing slip to the IDEA Grant Chairperson
 - Business Office will be notified and bill will be paid.
7. Contracted services must also be placed on Schalmont purchase orders.
 - Each PO must be accompanied by the written proposal for services from the contractor. Submit PO and written proposal to the IDEA Grant Chairperson as soon as possible after approval.
 - After the contractor provides the service, the bill should be submitted to the IDEA Grant Chairperson. The bill will then be submitted to the Business Office for payment.
8. Mileage, phone charges and postage.
 - Mileage for travel associated with the grant should be placed on a Schalmont mileage form.
 - For telephone charges, submit a phone bill with the appropriate charges marked.
 - For postage charges, turn in a receipt for the postage.
 - All three should be submitted to Kelly Healy at the completion of the grant.
9. Questions regarding these guidelines may be directed to the IDEA Grant Chairperson, Kelly Healy.