

HOONAH CITY SCHOOL DISTRICT

SOP No. 23

GRANTS PURCHASING PROCEDURE

1. PURPOSE: To insure the integrity of grant expenditures and add an enhanced level of accountability where grant funds are concerned.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: It is the responsibility of any individual who will be expending grant funds to ensure that they follow all the procedures outlined in SOP No. 5 - Purchasing and, in addition, ensure that their expenditures are appropriate for the particular grant from which they are using funds. They should check the program budget, grant guidelines, cost principals, and if need be consult with the granting agencies program officer if there are questions as to whether a given expenditure is within programmatic guidelines. They should be aware that grant funds cannot be used outside the scope and/or intent of the program.

Administrators must sign the purchase request and insure that the account coding is correct.

GENERAL PROCEDURES: Follow all guidelines in SOP No. 5 - Purchasing and in addition obtain appropriate grant program manager approval. If there are any doubts, seek prior approval.

Note: grant funded purchases must be submitted by March 31 to ensure materials are received and paid for by June 30.