



Office of

MAGNET, CHOICE & CHARTER SCHOOLS

A Division of Polk County Public Schools

Polk County Public Schools

Memorandum

To: Charter School Director
From: Carla McMullen, Specialist, Office of Magnet, Choice and Charter Schools
Date: February 2, 2009
Re: Procedures for Requesting Start Up Grant Funds

Listed below are the procedures for requesting the release of grant dollars from your Public Charter School Planning, Program Design, and Implementation Grant. By following these procedures we can ensure that there are no delays in the disbursement of grant dollars to the charter schools.

On April 11, 2005, a memo was sent by Department of Education outlining the protocol for advanced payment of federal funds to charter schools. These guidelines state:

- Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period.
- To receive subsequent payments, 90% of previous expenditures must be documented and approved by the district.

To request your initial release of federal grant funds, please send a letter of request to Carla McMullen, Office of School Magnet, Choice and Charter Schools. You must list the specific dollar amount requested, which should be no more than 25% of your awarded amount for this budget period.

In order to receive subsequent payments of federal grant funds, you must submit copies of all receipts to Carla McMullen, Office of Magnet, Choice and Charter Schools Specialist for dollars spent before requesting reimbursement.

These receipts will be reviewed before approval is provided for the release of additional funds. If there are questionable expenditures made, written notification will be sent to the school's contact person stating the expenditure is either ineligible or requesting additional explanation. Once all questions have been answered or ineligible expenditures have been removed, approval will be sent to the Finance Department for the release of additional grant funds.



The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.