

SEPTA GRANT

PURCHASE ORDER PROCESS

2024-2025

THE GRANT TIMELINE IS AS FOLLOWS:

- a. Grant requests must be submitted by October 25, 2024.
- b. BOE approval will be made at the Board of Education meeting on November 12, 2024
- c. Award e-mails will be sent after Board of Education approval.
- d. Purchase orders must be processed by March 3, 2025 due to PO system shut down as of April 15th of each year.

If you miss the cut-off date of March 3rd for getting your PO in place, your grant will be **FORFEITED.**

**Once you have received a confirmation e-mail of your award,
please do the following:**

1. Get a quote from the vendor you want to purchase from. A quote is needed from the vendor in order to do the Purchase Order (PO). You can check with Lauren Leone (x3035) to make sure they are a vendor we use. If using Amazon as a vendor please create a wish list and email to lleone@mamkschools.org. Amazon will hold items for 7 days to give us time to place the order/create the PO when using a wish list. After 7 days the wish list is no longer valid and will need to be redone.

**** NOTHING CAN BE ORDERED WITHOUT A PO IN PLACE ****

**** YOU WILL NOT BE REIMBURSED FOR ANYTHING PAID FOR PERSONALLY**

2. Send a copy of award letter, quotes from the vendors, and any other pertinent information to Lauren Leone at lleone@mamkschools.org. Please make sure that all information is included such as shipping and handling, room location for delivery, and your contact number.
3. When you receive your order, please send the packing slip with your approval/initials that all items were received and send to Accounts Payable in the Business Office.
4. If you do not receive your order in a timely manner (30 days from when turned into a PO), please call Lauren Leone (x3035) to check on order status.