



Sutton Education Foundation

Instructions for Ordering Grant Materials

- The grant recipient is responsible for ordering grant material using a SCHOOL PURCHASE ORDER.
- On the top of the Purchase Order Form indicate **SEFT** and the Grant #.
- Ensure the Purchase Order clearly states the name and address to whom the check should be made payable and mailed to.
- The Purchase Order must be approved by the school principal
- Remit the approved Purchase Order to the Business Office Attn: Linda Carter.

Out-of-Pocket Expenses

If the Grant recipient uses personal funds to purchase supplies for the project, they need to complete and submit a GRANT EXPENSE REIMBURSEMENT FORM to Linda Sadowski.

Questions regarding SEFT Grant payments & reimbursements can be directed to Christine Thurber at seft@suttonschools.net or 508-865-4289.



Sutton Education Foundation

Grant Expense Reimbursement Form

DATE: _____

GRANT #: _____

TOTAL REIMBURSEMENT \$: _____

CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

STAPLE ALL RECEIPTS TO THIS FORM

AND SUBMIT TO LINDA SADOWSKI

Authorized Signature: _____
(School Principal)