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| **The Fund for Public Schools (FPS) – Guidelines for Expensing Private Funds** |
| **Type of Expense** | **Consultants and Services** | **Direct Vendor Payments** | **Galaxy Requests** |
| **Process** | Whenever a vendor is providing a service, a contract between The Fund and vendor will be required prior to work commencing. The DOE contact is expected to select vendors on the basis of their ability to provide a quality service that is in the best interest of the grant.1. Services/vendors that require a Fund contract include:
* All independent contractors providing/performing a service
* Any vendor that requires a service or licensing agreement such as space and website design

*\* No DOE contact should sign licensing agreements prior to Fund approval*1. For contract requests, complete the following and submit to your FPS contact:
* **FPS Contract Request Form**
* **Statement of Work** **Template**
* **W-9**
* **Budget and Payment Schedule Template**
1. A new contract will be executed within 2 weeks of The Fund receiving the contract request form. The vendor will receive a contract directly from The Fund and once it is returned with signature, work may begin.
* Contracts are an agreement between The Fund and the vendor and should not be signed by the Principal or their designee
* Please note that under no circumstances should work commence with a vendor without a fully executed contract on file.
1. To be paid, a vendor submits an invoice that includes detail on what deliverables were rendered during the period to the Principal or designee. The Principal or designee will complete a **Disbursement Request Form** based on the invoice. The Principal or designee should sign as the “Program Administrator.”
2. Submit the completed **Disbursement Request Form** and invoice to your FPS contact for review and processing.
 | There are two ways to ensure payment to vendors when a contract is not required. Examples of direct vendor payments include supplies, catering, books and other goods.1. Expenses are paid for by submitting an invoice to The Fund with a completed **Disbursement Request Form**. A **Disbursement Request Form** needs to be signed by the Principal or their designee before submitting it to The Fund for payment.

If a vendor requires a purchase order before generating an invoice, contact your FPS contact who will assist you with creating one. 1. If a vendor cannot invoice or accept a purchase order, the expense will need to be paid upfront, out of pocket. The individual who paid out of pocket submits a completed **Disbursement Request Form**, with the following documentation:
* All receipts
* Itemized Expense Form (second tab of the **Disbursement Request Form**)
	+ The individual requesting reimbursement should sign as the “Claimant” on both forms.
* If paid by credit card; a copy of the front of the card AND credit card statement showing the expenditures, the last four digits of the card used, and the individuals name
* The Principal or designee should sign as the “Program Administrator” on the **Disbursement Request Form.**
 | The Fund permits the transfer of private funding into Galaxy to be expensed according to the donor’s intent. *\* School based accounts with no restrictions have the option of placing funds in Galaxy or submitting payments through The Fund just like any other account.*The Fund limits these Galaxy transfers to:1. Personnel Services (DOE salaries, per session and per diem) – These expenses cannot be paid by The Fund directly and *must include fringe*. Fringe rates are updated every fiscal year and vary depending on the type of PS being requested.
2. OTPS
* Equipment such as desktops, laptops and printers because these items require DOE asset tagging
* Temporary employment through School Professionals

All funds that move from The Fund to your schools’ Galaxy account require a **Request for Funds form (RFF)** and are to be scheduled by your school.*\* Please adhere to* [*Chancellor’s Regulation C-175*](http://schools.nyc.gov/NR/rdonlyres/E8909975-8316-4223-B157-FF103705F9FC/0/C175.pdf) *for per session services including posting requirements (e.g., all per session activities must be posted at least 20 school days prior to the commencement of the activity).*  |
| **Forms to complete and submit** | * **FPS Contract Request Form**
* **Statement of Work Template** (Attachment A)
* **W-9**
* **Budget and Payment Schedule Template** (Attachment B)
* **Disbursement Request Form**
 | * **Disbursement Request Form** (including the **Itemized Expense Form** on the second tab)
 | * **Request for Funds form (RFF)**
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| **Processing time and process for payment** | Completed **Disbursement Request Form** must be submitted by COB Monday of a given week in order to be processed and paid by the end of the week. Checks are cut and mailed (or ready for pickup by mid-day Friday each week. | Invoices must be submitted by COB Monday of a given week in order to be processed and paid by the end of the week. Checks are cut and mailed (or ready for pickup by mid-day Friday each week.  | Galaxy transfers are available 7 – 10 business days after a **Request for Funds (RFF)** has been submitted and approved.Per session timesheets should be processed by your school within two weeks after submission. Payment should be within 1-2 payroll periods.  |