



## Access to Designated Funds Procedure

### **Access donations and grants held at the Vermillion Public Schools Foundation by using the School District purchasing process or requesting a written check.**

If possible, all purchases should be made through the Vermillion School District to take advantage of the School District's sales tax-exempt status. The Foundation is not a state sales tax-exempt organization.

### **For purchases made using the Vermillion School District Purchasing Process:**

#### **If purchasing with a Purchase Order (PO):**

1. Follow the District's usual Purchase Order Process to place the order for your purchase. **On the School District's PO form, be sure to list "Foundation" and Foundation Fund name.** Contact the Foundation with further questions.
2. Submit the PO requisition to the School District as usual. A copy of the **"Request for Funds"** form must be attached to the PO.
3. Complete a **"Request for Funds"** form available at [www.vermillionpsf.org](http://www.vermillionpsf.org) under "Forms." Include the Vendor Name on the form. Submit a copy of the approved Purchase Order and the **Request for Funds** form to the Foundation through email at [treasurer@VermillionPSF.org](mailto:treasurer@VermillionPSF.org) or school interoffice mail to VPSF Exec Director, Admin Office or hand delivery to the Admin Office 1001 E Main Street, Vermillion, SD 57069. You can also mail the forms to the Vermillion Public Schools Foundation at P. O. Box 569, Vermillion, SD 57069. **This step is required before payment can be made.**

#### **If a check is needed to pay a vendor or to reimburse for purchases:**

1. Complete a **"Request for Funds"** form available at [www.vermillionpsf.org](http://www.vermillionpsf.org) under "Forms." Note on the form where payment should be sent and how the check should be made payable. Include the name of the fund to be charged. Contact the Foundation with further questions.
2. **Submit a copy of the Request for Funds form with Invoice to the Foundation through email at [treasurer@VermillionPSF.org](mailto:treasurer@VermillionPSF.org) or school interoffice mail to VPSF Exec Director, Admin Office or hand delivery to the Admin Office 1001 E Main Street, Vermillion, SD 57069. You can also mail the forms to the Vermillion Public Schools Foundation at P. O. Box 569, Vermillion, SD 57069. This step is required before payment can be made.**

**If you have any questions, please contact [treasurer@vermillionpsf.org](mailto:treasurer@vermillionpsf.org).**

