



January 2010

INSTRUCTIONS FOR REIMBURSEMENT FOR A GDEF GRANT

Congratulations on the approval of your GDEF grant request. Please be aware that GDEF is run by volunteers; we do not have any paid staff positions. Our goal is to make this process as simple as possible. You can help us by:

- 1) Including your grant ID # on all correspondence and forms
- 2) Sending all grant forms to P.O. Box 322, Groton, MA 01450 and not to district offices; the GDEF works closely with the GDRSD, but is a separate entity
- 3) Notifying Kristen Stone, Grants Director, via e-mail (KStone@gdefinc.org) if you require your payment to be expedited, or if you have further questions.

There are four ways to receive reimbursement of your GDEF grant:

1. Pay for the grant yourself, and then request reimbursement from GDEF

- Grantee pays for grant expenses out of his/her own pocket.
- Grantee notes on the packing slip/invoice the date the grant material or equipment was received, or the date the grant services were rendered, and signs the packing list/invoice.
- Grantee submits a **GDEF Request for Payment Form** for reimbursement, attaching appropriate documentation (packing slip, invoice, receipts). Our goal is to process a reimbursement check made payable to the grant applicant within 30 days of receipt of this form.

2. Place an order for materials for which GDEF will receive an invoice from a vendor

- Grantee obtains a **GDEF Purchase Order** from Lorrie Morgan, GDEF Treasurer, at LMorgan@gdefinc.org, completes the ordering information and obtains signature authorization. Each school principal will be provided a list of the grants and grant amounts that pertain to their school to help them in approving the purchase order.
- Grantee should state on the purchase order the following “bill to” address:
GDEF, Inc.
PO Box 322
Groton, MA 01450
GDEF Tax ID # 27-0059071.

Grantee puts “GDEF Grant” and the grant ID # on the purchase order line requesting expense account number.

- Grantee sends a copy of the purchase order to the GDRSD business office, a copy to the vendor, a copy to GDEF (via fax to 978.448.6898) and keeps a copy for the grantee’s records.



- When the grant material or equipment is received, or the grant services are rendered, Grantee should note the date on the packing slip/invoice and sign it.
- Grantee submits a **GDEF Request for Payment Form** attaching a copy of the packing slip/invoice, a copy of the purchase order and other appropriate documentation. GDEF will process a check to the vendor(s) within 30 days of receipt of this form.

3. Applicant requests funds from GDEF to prepay grant

- Grantee submits a **GDEF Request for Payment Form**, noting that the grant expenses are being prepaid
GDEF will process a check to the vendor(s) within 30 days of receipt of this form
- When the grant material or equipment is received, or the grant services are rendered, Grantee should note the date on the packing slip/invoice, along with the Grant ID#, and sign it.
- Grantee submits the documentation to the GDEF Treasurer (attn: Treasurer, GDEF, P.O. Box 322, Groton, MA 01450) for proper record keeping.

4. Applicant requires partial funding from GDEF for a larger project

- Grantee submits a **GDEF Request for Payment Form**, indicating the grant is partial funding for a larger project.