



FOUNDATION FOR BELMONT EDUCATION

FBE Payment Policy for Grant Awards

FBE grants are paid either through the Belmont Public Schools or directly from the FBE, depending on the following circumstances:

1) Payment to be made by the Belmont Schools

Most grant award payments are made through the Town of Belmont's Accounts Payable System. *(For example, funds for staff time, purchases of technology and other equipment, books or study guides, events by large organizations that will accept a Purchase Order from the Belmont Public Schools, and for Amazon.com purchases, etc.)*

The Project Director (or the PTO enrichment committee volunteer), should arrange with their school secretary or department to issue a Belmont Public Schools' purchase order for their award. Please include the FBE award number (noted in your award letter) on the purchase order to ensure your payment is processed correctly. If you have any questions about purchase orders or payments for businesses/corporations, please contact Gioia Rizzo, grizzo@belmont.k12.ma.us or 617-993-5430.

2) Payment to be made by the FBE

If the Project Director's application indicated that the award has unusual payment circumstances (such as independent vendors or day-of payments would make it difficult to process said award through the Town's Account Payable System, the FBE will work with the Project Director to pay that award directly.

a. Payments to independent vendor/contractors.¹

While the Town of Belmont will not pay a deposit or make a payment on the day that a service is provided, the FBE can arrange to make payments directly to a vendor with advance notice. To arrange independent contractor payments, please contact Holly Johnson, FBE Administrator (617-489-7989, administrator@fbe-belmont.org) a minimum of 21 days in advance of the scheduled event. (PTO/PTA's must not make these payments for the FBE.)

b. *Payments to businesses that do not have a relationship with the Belmont Schools or for supply purchases that need to be made directly.*

Please contact Holly Johnson to obtain a copy of the FBE's tax exempt certificate and to coordinate reimbursement.

¹So that the FBE is able to meet its IRS reporting obligations, **the vendor will be required to supply a Form W-9* and a copy of its contract/invoice to the FBE a minimum of 21 days prior to your event.** Please contact Holly Johnson to coordinate receipt and submission of the W-9 and contract/invoice from vendor. If the vendor prefers, he/she may send both directly to Holly Johnson, FBE Administrator, P.O. Box 518, Belmont, MA 02478. Once the Form W-9 and the contract/invoice have been received by the FBE, a check will be issued in the name of the vendor and given to the Project Director.

*W-9 - IRS/Request for Taxpayer Identification Number and Certification, available at www.irs.gov