**The ACCESS proposal for my school has been approved and funds are now available. What are the next steps so that our school receives the approved items?**

1. Upon receipt of the approval notice and approved proposal packet, the school team should coordinate with the principal to have the approved packet of proposal items shared with the individual who places the orders for the school. Only the principal’s ACCESS approved copy of the proposal should be used for ordering as it reflects the correct approved items and pricing and contains a copy of the vendor quote for the approved items.
2. The individual placing the orders should use the correct quoted pricing when entering the order and make note of the Quote # in the comments section of the purchase order. The monies will be loaded to a single fund line as a placeholder, however the correct funding code for ordering must be entered for the order to move forward. Issues resulting from price changes must be brought to the attention of the ACCESS office as soon as they are discovered.
3. The completed purchase orders will be reviewed by the Grants Compliance Monitor assigned to the school and matched against the approved proposal list that they were provided by the ACCESS team. Items that do not exactly match the list will not be approved. Technology purchases will also be reviewed by the Education Technology Department for approval. Unless the grant override is applied, the purchase order will remain in Pending or Reject status. It is imperative that the school’s financial team and principal monitor the school’s orders to assure that they are fully accepted and sent to procurement for processing. Failure to follow proper ordering procedures will result in orders that are not completed and items that are not received.
4. Once the order is accepted and processed by the procurement team, the purchase order will be sent to the vendor for processing. Items will be received within a few weeks of completion of the process. SDP’s partnership with some vendors will allow for delivery within a few days.
5. Upon receipt of the order from each vendor, the items are to be matched to the master proposal and purchase order. The receiver should immediately be entered into SDP’s financial system and the invoice forwarded to the Accounts Payable Department for processing. Once the receiver has been entered, the items can be distributed to the parties that requested them. No items are to be distributed before the receiver has been entered.
6. Payment to the vendor will only be issued from ACCESS funds if the receiver is properly entered. Failure to enter the receiver will prevent processing of the invoice and possible problems with future orders for SDP with the vendor.