



How to Access Your Designated Funds held at the ICCSD Foundation

For purchases made within the ICCSD:

1. If possible all purchases should be made through the ICCSD to take advantage of the District's sales tax exemption status. The Foundation is not a tax-exempt organization.
2. Follow the District's usual Purchase Order process to place the order for your purchase. On the Requisition Form be sure to list "**Foundation**" and your Foundation fund name under the "Account Number to be Charged" section.
3. Complete a "**Request for Designated Funds**" form available from the Foundation office or at www.iccsdfoundation.org under "Grants and Fund Forms".
4. Submit a copy of the **Purchase Order** (*your copy must include the PO Number*) and the **Request for Designated Funds** form to the Foundation office through campus mail. *This step is required before payment can be made.*
5. The Foundation will receive an invoice from the ICCSD and reimburse them directly from your fund.

For purchases made outside the ICCSD:

1. Complete a "**Request for Designated Funds**" form available from the Foundation office or at www.iccsdfoundation.org under "Grants and Fund Forms." Note on form where payment should be sent and how the check should be made payable.
2. Submit a copy of the **invoice(s)** or **receipt(s)** with the **Request for Designated Funds** to the Foundation office at the CAO via campus mail. *This step is required before payment can be made.*

Checks will be issued within 5 business days of receiving completed documents.

If you have a specific due date for payment, please notify us at least seven business days in advance of the due date to allow for on time payments from our office.

If you have any questions, please contact the ICCSD Foundation office:
688-1012 or foundation@iccsd.k12.ia.us

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