Orders $1,000 or over:

- A Purchase Order (PO) is required for orders over $1,000

- A PO, accompanied by a vendor quote, should be sent to Title IV fiscal assistant with Principal’s electronic signature. Allow approximately 8 weeks for processing and delivery of items.

- Once goods or services have been received, submit the original (uniquely numbered) invoice from the vendor to the Title IV fiscal assistant as soon as possible. Be sure to include the following on the invoice:
  
  - the BCPS assigned PO #, if not already stated on invoice
  - electronic signature of principal and date
  - notation of “OK to pay - Items received on (date)” or “OK to pay - Services Completed on (date)”

For orders less than $1,000:

- A Check Reimbursement Request may be submitted for orders $1,000 or less.

- A Check Reimbursement Request, accompanied by an invoice or original receipt, should be sent to Title IV fiscal assistant with Principal’s electronic signature.

- BCPS cannot reimburse for taxes charged.

Access the links to Spending Procedures and Forms on the BCPS Non-Public School Title IV Web site.

You may also contact the BCPS Title IV fiscal assistant at 443-809-9744 with any questions concerning non-public spending procedures.