City of Excellence Micro Grant Process

 Councilor receives request for funding, provides requester application
Councilor ensures application is completed
Councilor submits application to Clerks
Office

Application

Vendor Form

• Clerks Office submits copy of Application and completed Vendor Number Request Form to Accounts Payable in Finance

- Accounts Payable enters vendor information of requester
- Accounts Payable informs Clerks Office once the Vendor is entered

 Upon notification that Vendor information has been entered Clerks Office will enter and receive Purchase Order information

 Check will be issued within five business days after receipt of Purchase Order

Purchase Orders

Check

 Accounts Payable will issue check and deliver to Clerks Office

• Upon receipt ,Clerks Office will notify recipient that check may be picked up from their office

 Clerks Office maintains spreadsheet outlining each individuals Councilor's allocation of annual \$2500 allotment Upon receipt of the check the individual/organization has 30 days to submit itemized receipts or return any unused proceeds back to the Clerks Office

 Failure to submit receipts or unused proceeds will force an issuance of a 1099 to responsible party and appropriate legal action

> Project Implementation