

Milton Foundation for Education - Payment Procedure

All payment requests and related documents must be submitted via scanned attachment to an email to miltonfe@bill.com, or via fax to 617-687-2564.

All paperwork must be complete, signed and include the appropriate MFE number. This will be either a grant number or Celebration year and school level. We will process payment once we have all appropriate paperwork.

There are several ways to order and request payment.

Whenever possible, please order materials using the MFE Purchase Order.

1. Ordering from a company which accepts Purchase Orders (PO):
 - a. Complete the attached PO.
 - i. Remember to include the MFE grant # or identifier.
 - ii. Any PO for greater than \$1000 requires signatures from the appropriate principal and coordinator.
 - b. Submit the PO to the company for completion.
 - c. Once you receive the items, email or fax a copy of the PO AND the signed invoice to MFE as noted above.

2. Paying for the order yourself, and requesting reimbursement:
 - a. Complete the order and save the detailed receipt.
 - b. Once you receive the items, email or fax the detailed invoice, proof of purchase, and Check Request Form to MFE as noted above.
 - c. Remember to include the MFE grant # or identifier.
 - d. Request that the check be made out to you.

3. Ordering through the MPS Business Office
 - a. Complete the MPS PO
 - b. Submit the PO to the Business Office
 - c. Once you receive the items, the Business Office will submit the MPS PO and signed invoice to the MFE as noted above.
 - d. Remember to include the MFE grant # or identifier.

If you have any questions or difficulties, please feel free to contact the MFE Treasurer at mfetreasurer@gmail.com.