

Processing Charter School General Statement of Assurance and/or W-9

GENERAL STATEMENT OF ASSURANCE

1. Grants Mgmt. verifies data through Enterprise. If data does not differ, process as usual
2. If data differs, Grants Mgmt forwards to appropriate Sponsor for approval
3. If signor or physical address differs, Sponsor notifies Charter School office. Data is updated in Enterprise.
4. Sponsor forwards GSA to Grants Mgmt.
5. Grants Mgmt. Processes GSA after verifying updated data in Enterprise



W-9: PHYSICAL ADDRESS CHANGE DURING YEAR

1. Grants Mgmt. receives W-9 and verifies type of change (physical address, warrant address, or both)
2. If physical address change, Charter School must submit change to appropriate Sponsor for approval. Grants Mgmt. redirects CS to appropriate Sponsor
3. Sponsor forwards approved data to Charter School office for updating in Enterprise
4. Charter School office notifies Grants Mgmt. of address change. Grants Mgmt. requests new GSA from Charter School

W-9: WARRANT ADDRESS CHANGE DURING YEAR

1. Verify through appropriate Board
2. Grants Mgmt forwards for entry into AFIS
3. Grants Mgmt informs Charter School office