



**2024-2025 NON-INSTRUMENTALITY CHARTER SCHOOL CONTRACT
 20% PAYMENT REQUEST FOR FUNDS FORM
 NOVEMBER 20TH**

SCHOOL NAME			
SITE NUMBER			
THE FOLLOWING ITEMS MUST BE RECEIVED AND APPROVED BY THE DEPARTMENT OF CONTRACTED SERVICES PRIOR TO DISBURSEMENT OF 20% PAYMENT:	SCHOOL OFFICIAL INITIALS	CSS INITIALS	
Third Friday September State Aid Enrollment Count (September 20th)			
Single Audit Reports, Prepared in Accordance with the Provisions of the US Office of Management and Budget (OMB) Circular A-133, if Applicable (DUE by September 30th)			
Financial Audit (DUE October 30th)			
School Response to Findings from Financial Audit (per Letter from CSS) DUE DATE: _____			
Financial Management Letters (DUE 15 days after receipt of financial audit)			
Current Staff List with Background Checks for all Employees and Volunteers			
Current and Appropriate License or Permit Issued by the Wisconsin Department of Public Instruction to Teach Assigned Classes			
Emergency Operations Plan (DUE September 30th)			
Title I (Title III, if applicable) Preliminary Budget FY25 (DUE September 20th)			
2025-2026 School Calendar and Calendar Identification Form (DUE 30 Days after MPS Board Approval) DATE APPROVED: _____ DUE DATE: _____			
AHERA Compliance Requirements			
MPS Invoices Verification			
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____			

SIGNATURES REQUIRED BELOW

I certify that the items initialed above are complete and accurate and have been submitted to CSS. I further understand that per the terms of the Contract, payment is not due before November 20th and I understand that failure to submit all of the required documentation or incomplete or inaccurate documentation may result in delay in payment as payment is based upon not only receipt, but also CSS approval of all necessary documentation. In the event that payment is delayed due to missing, incomplete or inaccurate documentation, CSS will provide Charter School with written notification of deficiencies.

 School Representative (Print)

 Signature

 Date

 Contracted School Services (Print)

 Signature

 Date

This checklist, along with accompanied documents, may be submitted via email to Lisa Haar at haarlx@milwaukee.k12.wi.us.

*Please note that any requests for extensions must be made in writing to the Department of Contracted School Services.

**Also, please be advised that until further notice all payments will be made via U.S. Mail. Personal pickup or check exchanges will not be permitted.