



MEMORANDUM

DATE: 4/7/2010

TO: Board of Education Presidents
Grand Valley State University Authorized Charter Schools

FROM: Timothy H. Wood, Ph.D
Special Assistant for Charter Schools
Charter Schools Office

RE.: National Charter School Institute: Board Policy Drafting Services

The purpose of this memorandum is to serve as a reminder that, if the board enters into a contract with the National Charter School Institute, expenses incurred (up to \$5,000) as a result of payment for Board Policy Drafting Services are reimbursable by the Charter Schools Office.

In order to be reimbursed, please submit an invoice, after you have processed payment, to:

Grand Valley State University
Business & Finance Office
1 Campus Drive
201 Lake Michigan Hall
Allendale, MI 49401.

On your invoice please bill the Charter Schools Office. Indicate the date, description of expense and the amount due. For additional details about the Charter Schools Office Reimbursement Policy [CLICK HERE](#).

Thank you.