

## **PROJECT BOOST FREQUENTLY ASKED QUESTIONS (FAQs)**

### **What information is needed for reimbursement of school expenditures for the Project BOOST Program?**

The school must supply a “proof of purchase” receipt such as a copy of a canceled check or copy of a credit card receipt (black out credit card number). Please note a copy of the invoice is not proof of purchase and will not be accepted.

### **How long will it take for my check request for reimbursement to be processed?**

If all documentation is submitted correctly and on the proper form, processing should take no longer than 10 business days after the request is received by CEI.

### **When should school reimbursement forms be submitted?**

Reimbursement requests should be submitted by the end of the month in which the expenditure was completed. Please do not wait until the end of the school year to submit requests for reimbursement.

### **Can you stop in person at our CEI headquarters in Midtown Manhattan to submit check or stipend requests?**

Yes, you may stop at CEI Headquarters (28 West 44<sup>th</sup> Street, Suite 300, NY, NY 10036) between the hours of 9:00am to 4:00pm. Before you come, please call Linda White or Danielle Acevedo at 212 302 8800 to ensure their availability.

### **When will I receive my stipend?**

You will receive your stipend when the student activity is completed and the “Stipend Request Form” is completed properly and signed by the Principal. The first stipend will be paid by the end of January, and the second before the end of June. The second stipend request will not be paid until all requests for school reimbursements are fulfilled. There must be enough money in the school budget to accommodate stipend requests.

### **What address should be placed on the “Stipend Disbursement Form”?**

The claimant should use their home address. No other address will be accepted.