<table>
<thead>
<tr>
<th>Description</th>
<th>Purchasing Track</th>
<th>Vendors</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Child materials—regular (puzzles, books, blocks, art materials, etc.)</strong></td>
<td>Micro-grant staff purchases</td>
<td>Constructive Playthings, Discount School Supply, Kaplan, Lakeshore Learning, S&amp;S Worldwide, School Specialty</td>
<td>• Purchase Plan only</td>
</tr>
<tr>
<td><strong>Child materials—preapproved exceptions</strong></td>
<td>Micro-grant staff purchases, or program purchases and seeks reimbursement</td>
<td>any</td>
<td>• Purchase Plan&lt;br&gt;• <em>If requesting reimbursement:</em> Check Request and Receipts or front and back of processed check</td>
</tr>
<tr>
<td><strong>Child materials—playground</strong></td>
<td>Program purchases and seeks reimbursement</td>
<td>any</td>
<td>• Purchase Plan&lt;br&gt;• Check Request&lt;br&gt;• Receipts or front and back of processed check</td>
</tr>
<tr>
<td><strong>Provider resources (books, furniture, technology, etc.)</strong></td>
<td>Micro-grant staff purchases, or program purchases and seeks reimbursement</td>
<td>any</td>
<td>• Purchase Plan&lt;br&gt;• <em>If requesting reimbursement:</em> Check Request and Receipts or front and back of processed check&lt;br&gt;• <em>If requesting technology:</em> Electronic Device Waiver</td>
</tr>
<tr>
<td><strong>Curriculum, Assessments, and Screening Tools</strong></td>
<td>Micro-grant staff purchases, or program purchases and seeks reimbursement</td>
<td>any</td>
<td>• Purchase Plan&lt;br&gt;• <em>If requesting reimbursement:</em> Check Request and Receipts or front and back of processed check</td>
</tr>
<tr>
<td><strong>Membership in Professional Organizations</strong></td>
<td>Program purchases and seeks reimbursement</td>
<td>any professional organization</td>
<td>• Purchase Plan&lt;br&gt;• Check Request&lt;br&gt;• Receipt or front and back of processed check</td>
</tr>
<tr>
<td><strong>Training, Conferences, and Credit-based Education</strong></td>
<td>Program purchases and seeks reimbursement</td>
<td>Any Note: childcare start-up classes, SBS/SIDS, CPR/First Aid, make and takes are not approved for micro-grant use</td>
<td>• Purchase Plan&lt;br&gt;• Check Request&lt;br&gt;• Receipt or front and back of processed check&lt;br&gt;• Registry Event ID or certificates for each attendee of training&lt;br&gt;• Transcript or grade report for credit-based education</td>
</tr>
<tr>
<td><strong>Program/Provider Portion of T.E.A.C.H.</strong></td>
<td>Program purchases and seeks reimbursement</td>
<td>Wisconsin Early Childhood Association</td>
<td>• Purchase Plan&lt;br&gt;• Check Request&lt;br&gt;• Receipt, front/back of processed check, or statement</td>
</tr>
</tbody>
</table>
| **Additional Technical Assistance** | Program purchases and seeks reimbursement | Registry Approved Technical Assistance Professional | • Purchase Plan  
• Check Request  
• Receipt or front and back of processed check |
| **Registry certificates** | Program purchases and seeks reimbursement | The Registry | • Purchase Plan  
• Check Request  
• Receipt or front and back of processed check |
| **Accreditation fees** | Program purchases and seeks reimbursement | YoungStar-recognized accrediting bodies | • Purchase Plan  
• Check Request  
• Receipt or front and back of processed check |
| **Staff or Substitute Time** | Program purchases and seeks reimbursement | n/a | • Purchase Plan  
• Check Request  
• Time sheet  
• Pay stubs or front and back of processed check |
| **Contracted services (strategic planning consultants, playscape designs, artists, etc.)** | Program purchases and seeks reimbursement | any | • Purchase Plan  
• Check Request  
• Receipt or front and back of processed check |
| **Improvements to the Physical Environment (materials and labor)** | Program purchases and seeks reimbursement | licensed contractor | • Purchase Plan  
• Check Request  
• Receipt or front and back of processed check  
• Construction/Renovation form |
| **Improvements to the Physical Environment (materials only)** | Program purchases and seeks reimbursement | any | • Purchase Plan  
• Check Request  
• Receipt or front and back of processed check  
• Construction/Renovation form |

For additional information, contact your Technical Consultant or the Micro-Grant Program:

YoungStar Micro-Grant Program
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