

**Purchase/Acquisition for Library Materials; Supplies for General Services Teachers; Educational Material & Classroom Supplies; and Family & Consumer Sciences Policy**

**General Services Teacher** (e.g. Vocal Music, Instrumental Music, P.E. and Theater Arts): Each teacher shall have a special allotment [currently two hundred forty dollars (\$240)] as determined by the Board of Education per academic year in order to purchase special materials for use during the school year. The money shall be spent in accordance with the requisition procedures as established by the Department of Education. Requisitions shall be submitted to the appropriate Department Head/Administrator for approval prior to the end of the school year for the following school year. Requisitions shall not exceed the said amount of the said allotted funds. Beginning July 1, 2004, all requisitions will be submitted electronically through the Lawson Financial System by the appropriate trained school personnel as established by the Department of Education.

**Library Materials:** Requisitions for library materials and subscription items shall be processed in the same manner as above. If it is determined by the City Purchasing Department that the requisition request is subject to the bid process, the City Purchasing Department shall put the items out to bid.

Approved requisitions will be processed over the summer recess with follow-up, as needed, by the School Business Office. All **educational material and classroom supplies** ordered with allotted funds (i.e., dollar amounts which do not exceed the budgeted amount for the appropriate budget year for that budget item) shall be available to teachers, pending availability, at the opening of the school year. In the event the said material is “back-ordered” the School Business Office shall so notify the Department Head/Administrator so that the Department Head/Administrator may have an opportunity to decide whether to await the “back-order” or to request a substitution. In the event that the said material is no longer available, the School Business Office, in consultation with the Department Head/Administrator, shall order an appropriate substitute item for that administrator’s school or department. Any remaining funds allocated as aforesaid shall be available for use during the school year, provided that the last date for requisition submission shall be March 1 of each school year for the current year funds.

**Family & Consumer Sciences:** Monies are managed by the Supervisor for Social Studies/Family & Consumer Sciences who determines the amount to be allocated per school from the total amount and who distributes guidelines regarding the allowable use of such funds. The Supervisor shall prepare requisitions for each school according to the allocated amount and shall deposit checks received as a result of such requisitions in that amount to each school’s Activity Fund for the purpose of funding Family & Consumer Science activities. Family & Consumer Science staff at each school shall submit original receipts to the Controller of Activities Fund, using standardized forms, for supplies purchased during the school year as per the established guidelines. Upon approval by the building principal, the Controller shall issue a reimbursement check to said staff member. Total dollar amounts shall not exceed the budgeted amount for the appropriate budget year.