



The District provides funds for the purchase of supplies or items related to classroom activity to each Kindergarten through 6th Grade certified teacher.

Budget allocations will be \$500 per FTE (if teacher FTE is less than 1.00 the funds will be prorated). Please verify that school level budget allocation is same amount as the total that posted to Purchase cards (using the “the Works” system and Act 756 group). Any discrepancies should be reported to the Director of Finance before September 30.

The following guidelines have been established to ensure documentation is kept regarding the expenditures and the same process is followed in each building:

- 1) Only clean receipts will be accepted (i.e. the receipt may only contain those items purchased with ACT 756 funds. Personal items, items intended for another budget, etc... are prohibited).
- 2) Examples of items that may be purchased with ACT 756 funds:
 - a) Classroom supplies used for instruction and class activities
 - b) Teachers may pool ACT 756 funds to purchase items from vendors whose cost exceed their individually disbursed amounts
- 3) Items which may NOT be purchased with ACT 756 funds:
 - a) Travel and/or transportation costs
 - b) Copy paper
 - c) Copy clicks