

### **Certified Staff Supply & Material Budget:**

Each school year a certified staff member is entitled to \$100 to purchase supplies or materials for use within the classroom. Funds are to be used to support students within your classroom. All supplies or materials purchased remain the property of the District.

Certified staff members may access these funds by the following methods:

1. Staff member purchases supplies & materials and requests reimbursement from the Business Office. *Please note that at no time will the District reimburse for sales tax or shipping.*
2. Staff member purchases supplies & materials through the District Business AMAZON account. Go to AMAZON select your materials – copy your order and send to Business Manager who will process the order. The order will arrive at your building and will be identified with your name on the package.
3. Staff member issues a Purchase Order through Skyward Employee Access (ERMA). The order will arrive at your building.

All supply & material purchases must be completed by spring break of the current school year.

Reimbursement requests (*if purchased under method #1 above*) must be submitted to the Business Office prior to spring break of the current school year.

Payment will be made to the staff member after the next scheduled Board of Education meeting.