

Budget - Individual School

Section 1. General. The building principal is responsible for determining the type and quality of instructional supplies that shall be purchased for the school.

The school budget for instructional supplies, library books, tests and audio-visual materials shall be determined by multiplying the official enrollment of the school by the amount designated by the Board per student. This appropriation is available for expenditure during the calendar year, January 1 to December 31. Requests for instructional supplies, as long as they are within the appropriation, will not be questioned.

The instructional supply appropriation is to be used for art supplies and instructional aids at all grade levels. It is not to be used for the purchase of new or replacement items of equipment.

Section 2. Requisitions. The following procedures are to be followed on all requisitions submitted to the Business Office:

1. A standard requisition form is available from the school administration office and may be duplicated by the school secretary.
2. A requisition form is to be completed by the staff member wishing to make a purchase. Be sure to list unit and total price as well as all the vendor information on the requisition. Requisitions are submitted to the building bookkeeper for principal/director approval. The bookkeeper will then enter approved requisition information into the purchase order system.
3. All purchase orders will be prepared in the district office (with the exception of the fee account purchase orders, which will be prepared at the school).
4. Those supplies requisitioned and marked instructional will be deducted from the amount budgeted for your school.
5. At the time the purchase order is forwarded to the supplier, two (2) copies (pink and yellow) will be forwarded to the school.
6. When the total order has been received, the pink copy is to be signed and dated by the principal and returned to the business office. The yellow copy will be retained by the school indicating the date the order was received.

7. In the event the supplies requisitioned are too numerous for the requisition form, a list should be compiled and attached to the prescribed requisition form.
8. The business office will maintain a control budget account for each school. Each school will receive monthly a copy of the control accounts indicating previous month's expenditures and up to date totals.