

JORDAN SCHOOL DISTRICT  
Dr. Anthony Godfrey, Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

Date: May 5, 2025

To: Principals and School Administrative Assistants

From: John Larsen, Business Administrator  
Dan Ellis, Director of Accounting  
Natalie Grange, Accounting Administrator

Subject: Legislative Supply Envelope Review SY 2024-2025

The District Accounting office will be reviewing 100% of schools this year because of the increased amounts distributed to educators through the legislative teacher supply program.

Schools are asked to prepare the following:

- 1) **Envelopes:** Please put your envelopes in alphabetical order. If a teacher goes by a different name than the name noted on the distribution sheet, please note that on the envelopes.
- 2) **Carryover approval document:** Each school should prepare a tracking sheet. This document should contain a complete listing of all of your envelopes, the amount of the allocation to each teacher, the amount reported as spent, and any approved carryover. This should be approved by the principal. Please also include documentation of the resolution or any issues. For example, if the teacher did not spend any of their money and you communicated with Payroll to do a payroll deduction. Please include the email to payroll.

Schools can provide a printed copy or email or share a tracking sheet with Natalie Grange.

Elementary schools are asked to send all of their envelopes and their carryover approval document to the district office, attention Natalie Grange, before May 16<sup>th</sup>.

Secondary schools will be contacted individually to set up appointments for site visits to occur through the end of May and possibly after the school year concludes in June. Visits will occur prior to June 30.

If you have any questions, please contact Natalie at [Natalie.Grange@jordandistrict.org](mailto:Natalie.Grange@jordandistrict.org) or 801-567-8312.