

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

Intradistrict Communication

DATE: August 26, 2020

TO: All Principals

FROM: John Larsen, Business Administrator
Dan Ellis, Director of Accounting, Budgets, and Audits
Derek Anderson, Director of Accounting, Budgets, and Audits

SUBJECT: **School and Teacher COVID Allocations**

Last night the Board of Education discussed and approved the \$500 allocation per in-classroom teacher and the \$10 allocation per in-classroom student for needed supplies and PPE. Once calculated, the allocations will be placed in account 32 E XXX 9932 4510 612 for each school. However, in-classroom teachers and schools may begin to utilize their allocations immediately. Schools will track individual in-classroom teacher allotments up to the \$500 allotment. Use of the funds will follow regular District policy and procedure (i.e. proper receipts, approvals, etc.) and may utilize P-Cards, Purchase Orders, NPOs, inventory requisitions, or check request reimbursement to facilitate the fastest and easiest option for the circumstance.

If you have questions or need assistance, please call Dan Ellis at x88389 or Derek Anderson at x88275.

Thank you.