

Intradistrict Communication

DATE: February 29, 2016

TO: Principals
Special Education Staff
School Secretaries

FROM: Laura Finlinson, Administrator of Curriculum/Staff Development & Special Programs *LF*
Lisa Robinson, Director of Special Education *LR*
Julie Brown, Program Specialist *JB*

SUBJECT: Special Education Budget Closeout for the 2015-16 School Year

Please note that Special Education purchase orders/requisitions for the 2015-16 school year must be **received by April 1, 2016 @ 5:00 p.m.** Please remember the following:

- Budgets are not carried over from one year to the next.
- Remember to deduct any previously submitted amounts from your Special Education budget (so that you know your balance) before submitting new orders. This includes reimbursements submitted through your school. **No orders will be processed that exceed your budgeted allocation.**
- Please check with your school secretary to make sure all Special Education reimbursements have been submitted to the Special Education Department by the April 1st deadline. We have provided each secretary with a spreadsheet of currently recorded purchases/reimbursements for the total special education department at your school up through January 31, 2016.
- When ordering supplies, follow **Skyward** procedures.
- Be sure to follow the ordering guidelines outlined in the attached budget information page, as you close out your current year budgets.

Staff will be notified of the new budget allocation amount prior to the start of the new school year. Keep in mind that new purchase orders/requisitions will not be processed until mid-July when all of the current year's budgets have been closed out.

As you close out your budgets for the current school year, please note the following:

1. All purchase orders/requisitions should be routed to Debbie Fairbourn in the Special Education Department.
2. Use the following codes for purchase orders/requisitions and NPO's submitted through the year.

Coding for Purchase Orders/Requisitions and NPO's:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT
10	E	(School #)	1295	1090	610

If you have questions regarding your Special Education budget, please call Debbie Fairbourn at (801) 567-8177.

SPECIAL EDUCATION BUDGET INFORMATION

RESOURCE TEACHERS, SPEECH-LANGUAGE PATHOLOGISTS and CLUSTER TEACHERS:
Please follow these guidelines in submitting requisitions during the 2015-16 school year.

Note to all resource teachers and speech-language pathologists: Stockroom supplies are funded through the school. Resource teachers and Speech-Language Pathologists should work with their principal to order any stockroom supplies.

Equipment purchases, electronic games and/or any materials that are not instructional in nature **must be pre-approved** from the Special Education Department (see approval guidelines in budget memo dated July 1, 2015). Follow the procedures outlined below:

PURCHASE ORDERS:

1. Purchase Orders and Stockroom Orders (for Cluster only) are to be submitted to your school secretary. **Shipping and handling charges must be included on all Purchase Orders.**
2. The school secretary will input the information into Skyward and route it to your principal for approval.
3. Refer to the example below for program and budget number information.
4. Requisitions for the 2015-16 school year may be entered after **May 1, 2015.**
5. We cannot guarantee that materials will arrive before the 2015-16 school year. Orders will not be sent to vendors until mid-July.

REIMBURSEMENTS FOR ALL SPECIAL EDUCATION STAFF: Remember that reimbursements must be approved by your principal and come out of your total Resource/Cluster budget.

1. Requests for reimbursement need to be **TYPED** on an **NPO** Requisition Form with all original receipts attached. (Receipts need to be taped to an 8-1/2" x 11" sheet of paper, with your name and school printed on each page.) **Equipment purchases will NOT be reimbursed unless pre-approved.**
2. All NPOs must be **signed by the principal.** Personal reimbursements must include the individual's full name and home address.
3. Submit the NPO and attached receipts to **Debbie Fairbourn** in the Special Education Department at the District Office.
4. Petty cash reimbursements should be submitted as soon as a \$50.00 amount is reached. **Do not hold all receipts and request reimbursement at the end of the school year, as your budget may be exceeded, leaving you with no funds for reimbursement.**
5. Make sure the NPO includes program, budget number information and correct vendor key.
6. Reimbursements for cash, gift cards or entertainment purposes are not allowed (e.g., movie tickets, admission fees, etc.)

P-CARD PURCHASES: P-Card purchases should be handled like reimbursements and come out of your total Resource/Cluster budget. All purchases should be pre-approved by your principal. You will need to keep track of P-Card purchases to ensure that you do not exceed your total school budget allocation. **Equipment purchases may not be made with P-Cards.**

THE DEADLINE FOR ALL PURCHASE ORDERS, REIMBURSEMENTS, AND P-CARD PURCHASES WILL BE APRIL 1, 2016.

NEW THIS YEAR – PLEASE REVIEW CAREFULLY WITH YOUR TEAM/SECRETARY:

You will be receiving a budget allocation based on the guidelines below. However, it will be up to you,

your team, and your school principal/financial secretary to keep track of how much of your budget you have spent individually. This will allow you some flexibility as a team on how your money is spent but will also require more accountability and tracking of spending on the part of you and your team. You can choose whether to track each person's allocation individually or pool your funds into a team budget. If you need to know what your *school's balance* is, Debbie Fairbourn will be able to help you. She will not be able to tell you what an individual teacher has spent. Please set up a system of tracking purchases/reimbursements that makes the most sense for your school and individual needs and is approved by your school principal. We've included a sample spreadsheet but feel free to use your own method as well.

BUDGET GUIDELINES PER EDUCATOR

Resource/SLP Full time	\$400	Year Round Resource	\$460
Resource/SLP 1/2 time	\$200	Year Round Resource 1/2 time	\$230
High Sch SpEd/SLP Full time	\$300	Cluster Teacher (Elem/Middle)	\$550
High Sch SpEd/SLP 1/2 time	\$150		

CODING FOR SPECIAL EDUCATION REQUISITIONS AND NPOs:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT
10	E	(School #)	1295	1090	use object code