SPECIAL EDUCATION BUDGET INFORMATION

RESOURCE TEACHERS, SPEECH-LANGUAGE PATHOLOGISTS and CLUSTER TEACHERS:
Please follow these guidelines in submitting requisitions during the 2021-22 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. Follow the procedures outlined below:

PURCHASE ORDERS:
1. Purchase Orders and Stockroom Orders 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 2022-23 school year may be entered after **July 1, 2022.**
5. We cannot guarantee that materials will arrive before the 2022-23 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, home address, vendor key and budget numbers.
3. Submit the NPO and attached receipts to **Debbie Fairbourn** in the Special Education Department at the District Office.
4. **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. Reimbursements for cash, gift cards or entertainment purposes are not allowed (e.g., movie tickets, admission fees, etc.)

P-CARD PURCHASES and ECHECKS: P-Card purchases and ECHECKS 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 these 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, P-CARD PURCHASES AND ECHECKS WILL BE MARCH 1, 2022.

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.

<u>BUDGET GUIDELINES PER EDUCATOR</u>

Elem/Middle Resource/SLP Full time	$400
Elem/Middle Resource/SLP 1/2 time	$200
Elem/Middle Cluster Teacher	$550
High School SpEd/SLP Full time	$300
High School Severe Full time	$300
High School SpEd/SLP 1/2 time	$150

CODING FOR SPECIAL ED. P.Os, REQUISITIONS, NPOs, P-CARDS, ECHECKS:

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