

PARIS SPECIAL SCHOOL DISTRICT – ADMINISTRATIVE PROCEDURES

BEP /Teacher Classroom Supply Funds	2.8051.2
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BEP Fund Amount - \$200.00

District General Fund Amount - \$200.00

Instructional supplies may be purchased for your classroom by using any of the following three methods. This money is to be used for classroom supplies with instructional purposes (i.e. file folders, post it notes, pencils, pens, paper, sharpies, bulletin board visual aids, calendars, binders, tabs, etc.). State law prohibits use of BEP funds for items such as carpets, furniture, items or equipment for the teachers' lounge, party supplies, room decorations (lamps, candles, decorative desk accessories), or PPE. PPE will be provided upon request. Candy expenditures are capped at \$20.00.

***Any item that does not fit within the guideline of INSTRUCTIONAL SUPPLIES must have a supply request **AND** preapproval from Dr Gerrell.

***Any item purchased with BEP or PSSD funds becomes the property of PSSD and must remain on premises.

- **PERSONAL PAY WITH REIMBURSEMENT**

Teachers may personally purchase instructional supplies and be reimbursed. All receipts submitted for reimbursement must be attached to this form. Receipts dated prior to July 1, 2022 will not be accepted. PSSD cannot reimburse for sales tax. Do not include sales tax in your reimbursement total. **Please keep a copy of the receipt for your records.**

Requests for reimbursement must be submitted to Elane Miles by **Monday, April 3, 2023.**

If you have any questions about this request, please email Elane Miles or call 731-642-9322 x 5 (1013).

- **PSSD CREDIT CARD**

Teachers may sign a PSSD credit card out of Central Office and purchase instructional supplies from local stores. This method allows teachers to purchase supplies with PSSD's tax exempt status. Please return the original receipt to Central Office and **please keep a copy for your records.**

- **PURCHASE REQUEST**

Teachers may submit a PSSD Purchase Request for instructional supplies to be ordered online and delivered to the school. This method also allows teachers to purchase supplies with PSSD's tax exempt status. Supplies may be ordered from Amazon, Staples, Howard D Happy, or any other established vendor. Orders **may not** be placed from WalMart.com.

All orders must be placed by **Monday, April 3, 2023.**

BEP/PSSD Teacher Funds Reimbursement Request

Amount to be reimbursed: _____

Printed Name: _____

School: _____

Address: _____

Phone #: _____

*****Please attach the original receipt to this form and keep a copy of the receipt for your records. *****

By signing this reimbursement request, I am stating that these items have been purchased for my classroom for instructional use and I further understand that if I purchase any item that does not fit within the guidelines, I will not be reimbursed.

Signature

Date