

# 3.16WF—LICENSED PERSONNEL PURCHASE OF SUPPLIES

Kindergarten through sixth-grade teachers shall be allotted the amount required by law to be used by the teacher in his/her classroom or for class activities to the extent their funds are available. For the purposes of this policy, pre-kindergarten through sixth-grade teachers shall be allotted the greater of:

1. Twenty dollars (\$20) per student enrolled in the teacher's class for more than 50 percent of the school day at the end of the first three months of the school year;
2. Five hundred dollars (\$500).

Teachers may purchase supplies and supplementary materials from reputable vendors. To do so, teachers shall complete and have approved by the principal and superintendent a purchase order for supplies which will then be purchased on the teacher's behalf by the school or by the teacher personally and subtracted from the teacher's total supply and material allocation. If the teacher uses a school credit card to make purchases, the credit card and an itemized receipt must be returned to the appropriate school office within one day of the purchase. Supplies and materials purchased with school funds are school property and should remain on school property except to the extent they are used up or consumed or the purchased supplies and/or materials are intended/designed for use away from the school campus.

All purchases of supplies and supplementary materials should be made by April 1 of the school year.

Unused allotments shall not be carried over from one fiscal year to the next.

Legal Reference: A.C.A. § 6-21-303(b) (1)

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