

7.12.1 -- CERTIFIED PERSONNEL REIMBURSEMENT FOR PURCHASE OF SUPPLIES

This policy deals with ACT 1687 of 2005.

Pre-kindergarten through sixth grade teachers shall be allotted the greater of twenty dollars (\$20) per student enrolled in the teacher's class for more than fifty percent (50%) of the school day or five hundred dollars (\$500) for the teacher to apply toward the purchase of related commodities for use by that teacher in his or her classroom or for class activities. The amount shall be credited to an account from which the teacher shall be reimbursed for his/her covered purchases to the extent funds are available in the account.

Qualified teachers may purchase supplies and supplementary materials from the district at the district's cost to take advantage of the school's bulk buying power. To do so, teachers shall complete and have approved by September 1 a requisition for supplies which will then be purchased on their behalf by the school and subtracted from their total supply and material allocation. Teachers may also purchase materials and supplies using their own funds and apply for reimbursement by submitting itemized receipts. Receipts totaling less than \$ 50 will be held until total receipts are equal to or greater than \$ 50. Supplies and materials purchased with school funds, or supplies for which the teacher is reimbursed with school funds, are considered to be school property.

All financial transactions and accompanying reimbursements under this policy shall be completed by April 1 of each school year.

Requisitions and/or reimbursement requests under this policy will be accepted after July 1 of each 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)

Date Adopted: August 23, 2005

Amended by Board of Education: April 10, 2012