

PURCHASE OF NEW CLASSROOM START-UP SUPPLIES:
CLASSROOMS ADDED AFTER BUDGET DEVELOPMENT

REGULATION

APPROVAL OF NEW CLASSROOM START-UP

When it is determined (per the approval of a new teaching unit by the Executive Director of Human Resources) that a new classroom is needed at a campus, the principal is to initiate new classroom start-up forms as necessary. There is a form for **general supplies** and one for **technology items**. After completion of the form(s), they are to be routed to the Executive Director for Elementary/ Secondary Education, as appropriate. Upon approval by the Executive Director, both form(s) are forwarded to the Purchasing Department for review. If there is a technology items request, this form is forwarded to the Director of Technology for additional review and approval. Once all approvals are received, the forms will be forwarded to the Budget and Treasury Officer. One budget amendment will be made for general supplies and another for technology items. These funds are then available to campus staff for generation of requisitions. NO PURCHASING CARD TRANS-ACTIONS WILL BE ALLOWED FOR START-UP SUPPLIES.

FORMS FOR NEW CLASSROOM START-UP SUPPLIES AND TECHNOLOGY

The general supply form contains descriptions of the potential items that a campus might need to start a new classroom. A budgetary amount is also noted on the form. The campus principal is to determine the items needed and indicate the number of each item needed to supply the number of classrooms approved. With regard to the technology item form, similar descriptions are provided, and the principal should indicate what they believe will be required for the type of classroom being added. The Technology Department will review the request to determine whether all needed items have been marked for order. Based on the items selected, the amount of the related budget amendment is determined.

BUDGET AMENDMENT AND PURCHASING PROCEDURES

As noted above, budget amendments will be made to appropriate codes for the amounts approved. As with all budget amendments, the internal workflow process will be used. Workflow within MUNIS will serve as notification of the availability of funds.

ORDERING TIME LINES

Request forms will be handled as ONE-TIME PURCHASE ORDERS. Once requisitions are completed, any remaining funds will be retracted from the budget codes. Campuses will have 30 days from the date of the budget amendment to generate requisitions for the necessary items.