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**CURRICULUM ALLOTMENT FORM**

Site/Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End of Month Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy: Staff will keep accurate records of curriculum allotment, receipts and packing slips.**

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| **CURRICULUM PURCHASES** |
| Date | Vendor | Item | Amount |
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|  |  |  |  |
|  |  |  |  |
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| **PRE-APPROVED SUPPLY PURCHASES** |
| Date | Vendor | Items | Amount |
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|  |  |  |  |
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**Procedure:**

* The allocation is $50 per month to be used for curriculum allotment purchases.
* Sherry Paul will order curriculum items from Amazon, Staples, Walmart etc., using curriculum funds with supervisor approval.
* All pre-approved supply purchases must be authorized by your supervisor **prior** to shopping.
* **To verify purchases, there must be two staff initials on each receipt before uploading into Podio.**
* Have the cashier ring up items, such as curriculum, office supplies, credible food, etc., on separate receipts for submission to Podio.
* **All receipts and packing slips must be uploaded into Podio as purchases are made.**
* A copy of the Curriculum Allotment Form and the original receipts must be kept in the receipt binder at the center.
* Send the Curriculum Allotment Form to your supervisor at the end of the month following What’s Due When requirements. **Do not upload the Curriculum Allotment form to Podio.**
* Purchases made with personal funds must be submitted to your Podio expense report with receipts uploaded, for approval by your supervisor. **Tax is not reimbursable**.

**Failure to submit receipts accurately may result in loss of credit card access and use.**

Distribution: Scan/email Curriculum Allotment Form to your supervisor at the end of the month following the What’s Due When requirements. Upload receipts to Podio for any purchases made.

10/23 EHS-HS Team\Procedure Manual\Time and Expense\Curriculum Allotment Form