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

* The monthly allocation is $50 per month to be used for curriculum purchases.
* All pre-approved supply purchases must be authorized by your supervisor **prior** to shopping.
* On a blank area of the receipt, write the reason for the purchases (curriculum or pre-approved supplies), the name of the center for which the items were purchased and **the date the receipt is submitted to the Business Office.**
* To verify purchase, there must be two staff initials on each receipt.
* If possible group items (curriculum or pre-approved supplies) together as the cashier is scanning your order.
* Do not use a highlighter or cross out any items on the receipt.
* **All receipts and packing slips must be scanned/emailed to the** **businessoffice@nmcaa.net** **as purchases are made and items are received. CC your supervisor.**
* **Write the date, name of the store and the center location in the subject line before emailing. Example: 010120 Walmart Marty Paul or 010120Staples Marty Paul.**
* Receipts for the same vendor must be emailed in one attachment and scanned in the same direction.
* 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 send the allotment form to the Business Office.**
* Purchases made with personal funds must be submitted on your expense report, with receipts attached, to your supervisor for reimbursement approval. **Do not send to the Business Office.**

Distribution: Scan/email receipts/packing slips to the Business Office, CC: Supervisor. Scan/email Curriculum Allotment Form to your supervisor at the end of the month following the What’s Due When requirements.

7/19 P:\Head Start\Admin\Procedure Manual\Time-Expense-Training