

**BUDGETING & ORDERING OF INSTRUCTIONAL MATERIALS & SUPPLIES**

**POLICY**

The Board of Trustees, **or their designee(s)**, is charged with the responsibility for management of resources available to the district. Further, it must carry out its functions openly, seeking involvement and contributions of the public and staff in its budgeting process.

In accordance with these principles, the following guidelines will be used to achieve the above stated goals in the budgeting and ordering of instructional materials and supplies:

1. In ordering instructional materials and supplies, an equitable allocation of funds based upon projected enrollment will be established district-wide. Per pupil cost differences on the elementary and secondary levels will be taken into consideration in the distribution formula.
2. Every school will be notified of its budget for instructional materials and supplies for the upcoming school year. This budget allocation will be posted along with the formula for building allocation in a place that such information is normally posted.
3. In each building, principals will meet with staff or grade level/department representatives to discuss and decide on an equitable allocation of funds for each grade level/department based on its need for the upcoming school year.
4. Grade level/department orders will be submitted to building principals. Orders should be submitted by priority. In the event that any order requests need to be cut, the highest priority items will be ordered first and so on until the money available is spent. The principal will notify the staff member of items not ordered.



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30 **LEGAL REFERENCE:**

31 Idaho Code Sections

32       33-512(2) – Governance of Schools

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35 **ADOPTED:** February 21, 1989

36 Revised: July 20, 2004

Reviewed: October 21, 2008

Reviewed: October 15, 2013

REVISED