

Supplies

Faculty and staff members who need to reorder supplies should use the following procedure:
Make a written request on supply reorder form located in the staff preparation room.
All purchases must be approved by an Administrator.

Faculty and staff members who need to request special supplies, not typically stocked in the preparation room use the following procedure:

Make a written request on supply reorder form noting a special request located in the staff preparation room.

- a. All purchases must be approved by an Administration
- b. If a request is denied, the teacher can use classroom funds to purchase the supply

Classroom teachers are allotted \$250 per year for classroom supplies not carried in the teacher prep room such as class prizes, bulletin borders, grade level specific materials, etc. New teachers and/or teachers changing grade levels will receive \$500 for their first year and \$250 each year after.

Culminating Activity Funds

Supplies used for culminating activities need to have been pre-approved prior to purchasing any supplies by submitting a Culminating Classroom Activity Form. These forms ideally are to be turned in at the beginning of each school year along with the curriculum maps. Culminating projects or activities must correlate to a Utah State Standard, Common Core or to Core Knowledge and is a restricted additional \$250 per grade.