2012 - 2013

Department of Special Education Services Budget Expenditure Information

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Grant Provisions - Program Authority

eGrants

Fund Source Information

IDEA-B Formula provides special education services to children with disabilities ages 3-21.

This allocation (for both tentative and maximum entitlements) is awarded by TEA based on three components: base, population, and poverty:

- The **base** entitlement amount is a frozen amount derived from the 1998 child count.
- The **population** amount is 85% of the remaining funds available from the Federal government for flow-through funds to the local education agencies (LEAs). It is determined by the student count reported under the Enrollment coding on the October Public Education Information Management System (PEIMS) snapshot from the <u>previous</u> school year.
- The **poverty** amount is 15% of the remaining funds available from the Federal government for flow-through funds to the LEAs. It is determined by the student count reported under the Free and Reduced Lunch coding on the October PEIMS snapshot from the <u>previous school year</u>.

Funds from IDEA-B should be <u>used only for the excess cost of special education and related services for students with disabilities</u>. Before these funds are used, an applicant agency must expend on the education of students with disabilities at least an amount of state and local funds equal to the average amount of funds spent on all students in the LEA.

<u>IDEA-B</u> funds must be used to supplement and in no case to supplant the level of state and local funds expended for the education of students with disabilities. Explore all available fund sources before making a decision to expend IDEA-B funds.

Budget Requirements

The applicant agency must maintain documentation (i.e. tracking sheets) for <u>all</u> expenditures for each fund source on the eGrants application.

Obligations of funds for activities and services conducted shall occur within the dates of the grant period. All goods must be received and all services must be provided or delivered in time to substantially benefit the current grant period and in no case after the ending date of the grant. In most instances, goods or services delivered near the end of the grant period are viewed by TEA as not necessary to accomplish the objectives of the current grant program, and TEA may disallow the expenditures. To prevent disallowance of expenditures, it is important to adhere to the deadlines set forth on Budget Change Requests (BCR), encumbrances, receiving merchandise and payment of expenditures.

Program Budget Expenditures

- 1. Budget allocations are based on the number of special education units assigned to the campus. Guidelines for expenditure requests are included. Check section on allowable and non-allowable specific to area of interest before any purchase is made. Purchases determined by TEA audits as not allowable will result in a disallowed expenditure and will result in repayment from SAISD to TEA. Contact the Special Education Supervisor/Teacher Specialist assigned to the campus for guidance or clarification, if needed, on questionable purchases.
- 2. The funding cycle for campuses ends June 2013.
- 3. Campuses receive their budget allocation at the beginning of the school year.
- 4. All expenditures/services must be <u>itemized</u> on the Tracking Sheets (such as CBVI-CBI excursions-Transportation, token economy, hygiene items, and supplies/materials-etc.).
- 5. Special Education teachers must maintain a Special Education Classroom Inventory that list all instructional materials and equipment purchased with IDEA-B Federal Funds. Inventories will be submitted at the end of the school year.

Budget Allocations Program Descriptors 2012–2013

I. <u>Supply Budget for LS/TLC Special Education Programs</u> A. LS/TLC (Life Strides and Total Learning Curriculum)

Budget allocations for these programs are for instructional supplies related to the ongoing implementation of curriculum and program components. Monies are also included to purchase hygiene supplies for LS units. A list of supplies and vendors will be provided for teachers.

For all purchases, adherence to the allowable and non-allowable is mandatory. Tracking sheets must be completed for <u>all</u> expenditures. Questions related to any purchase can be clarified by contacting the Special Education Supervisor/Teacher Specialist.

B. CBVI (Community Based Vocational Instruction)

(CBVI) is for high school Life Strides (LS) and Total Learning Curriculum (TLC) students, 16 years and older, who need vocational training to fulfill their transitional goals and individual education program goals.

In order to participate, students must be recommended by the teacher of record and accepted at the ARD/IEP committee meeting. CBVI is scheduled weekly and students must rotate through a variety of vocational settings in order to increase the benefits of incorporating work experience within the Life Strides and TLC programs.

CBVI is an unpaid, work-based learning program that supports student development in transition as students move towards independence. Students train under the supervision of LS and TLC teachers and SSPs/Job Coaches. The Vocational Adjustment Coordinator (VAC), assigned to the campus, works with the unit teachers and SSP's/Job Coaches to determine when and if a student is ready to move into other training options.

CBVI monies are available for transportation for students to CBVI sites as well as to pay for needed materials related to the lesson. Check the allowable and non-allowable section for guidance. Remember to adhere to this section when determining the learning experiences for students.

C. CBI (Community Based Instruction)

(CBI) excursions are for all students in the Life Strides (LS) and Total Learning Curriculum (TLC) units. CBI occurs when a student is provided the opportunity to be instructed in specific IEP goals and objectives in the natural community environment. The purpose of community-based instruction excursions is to instruct students in a real life setting.

In order for funds to be approved, several components must be identified:

- CBI activities must be listed as specific objectives in the students' current IEP.
- CBI must be part of classroom instruction. Classroom instruction should precede the CBI activity to prepare students for the experience, and then should continue after the CBI to maintain the learned skill. Lesson plans showing the progression must be submitted. All CBI excursions must be directly connected to the student's IEP goals and objectives and to lesson plans created by the teacher.
- Submit a lesson plan and a copy of student(s)' IEP with the request to the Supervisor/Teacher Specialist. The campus Supervisor/Teacher Specialist and school administration review the lesson plan and student's goals and objectives and approve the CBI before it is submitted to the Special Education office. Allow a minimum of three weeks for review from the Department of Special Education Services for final approval. The Special Education Area Coordinator will review and give final approval. Requests submitted to the Department within two weeks of the activity will not be approved

Examples of CBI include taking a walk to the local community center to learn what is available there for recreation and leisure activities or they may walk to the nearest post office to buy stamps and mail letters.

Monies appropriated for CBI activities may be used to pay for transportation. VIA bus tickets can be secured from the Supervisor/ Teacher Specialist or assigned to the campus. Refer to the allowable and non-allowable section for determining the type(s) of learning experiences for students.

D. Token Economy

The **Token Economy System** in the Life Strides (LS) and Total Learning Curriculum (TLC) units is designed to allow students to purchase items from the classroom store with pay earned from completing a required classroom job. Student must have a classroom job, beginning in elementary school and continuing to high school, in order to learn the "work for pay" concept outlined in the VOICES curriculum. The monies appropriated may be used to purchase items for the classroom store. Teachers may keep the school store in a designated area to be used weekly, when the students get "paid." Again, please refer to allowable and non-allowable section when purchasing items for the classroom store (such as educational supplies, nutritional snacks, etc). Food items are not recommended because of TEA's stringent allowable guidelines. All expenditures need to be placed on the tracking sheets.

II. BAC

Supply Budget for BAC Special Education Program

A. CBI (Community Based Instruction)

The Behavior and Academic Curriculum (BAC) units may request CBI monies, but those funds should be used for supplies in preparation for an activity. VIA bus tickets can be secured from the Supervisor/Teacher Specialist assigned to the campus. Submit a lesson plan and a copy of student(s)' IEP with the request to the Supervisor/Teacher Specialist. Allow a minimum of three weeks for review from the Department of Special Education Services for final approval.

B. Token Economy

The token economy system used in the Behavior and Academic Curriculum (BAC) units is connected to the Review 360 tracker system and is designed for reinforcing desired behavior and academic improvement. Remember to align all expenditures to the allowable and non-allowable section (such as educational supplies, nutritional snacks, etc). Food items are not recommended because of TEA's stringent allowable guidelines. All expenditures need to be placed on the tracking sheets.

III. Supply Budget for General Education Connection

Instructional materials and supplies should correlate to both program and curriculum standards and meet the student's needs. Instructional level, content area, and the grade the student is enrolled in should guide all purchases.

IV. Speech, AI & VI Programs

The Coordinator for the Speech, AI & VI program oversees the allocation and spending.

Adhere to all allowable and non-allowable guidelines and place non-consumable instructional materials and equipment on the classroom inventory.

V. Budget for Campus Allocation Supplies

This allocation may purchase supplies such as postage for ARD notices, toner for SEMS/SERS Clerks and ARD rooms, materials for student eligibility folders and additional instructional materials for students with disabilities. All purchases are placed on tracking sheets for auditable purposes. All purchases must meet the allowable and non-allowable guidelines. Any questions should be directed to the Supervisor/Teacher Specialist from the Department of Special Education Services. All instructional materials and equipment must be placed on the classroom inventory.

VI. Substitute Teacher Days

I. Substitute Teacher Days

Definition: On-going review of the student's individual program. Special Education teachers will monitor student information and progress for each of their assigned students.

Request for substitute teacher day, (formerly CMP days), require prior approval from the Department of Special Education Services. Teachers submit request to the Sp. Ed. Teacher Specialist/Supervisor for approval by the Sp. Ed. Department Coordinator. Budget Analyst will provide the campus secretary a budget code. *No more than 2 days per teacher will be approved for the year*.

VII. SEMS/SERS Budget Allocations

SEMS/SERS Clerks

This fund allocation is designed to provide campuses with needed <u>part-time clerk</u> <u>assistance</u> related to special education paperwork and services for students with disabilities.

Budget Code (Elementary and designated high schools only):

224-31-6124-80-XXX-3-23-000

Secondary campuses and designated elementary campuses are provided a full time position which is designed to provide <u>clerical</u> assistance related to special education paperwork and services for students with disabilities.

No budget code is needed for full time positions.

Key Points

- Part time budget allocation is located on each campus. Allocation also includes district SEMS/SERS Clerk training sessions. The deadline for spending is the <u>last</u> day of the school.
- Part-time SEMS/SERS clerk beginning date is <u>August 21, 2012</u> and ending date June 10, 2013.
- Full-time SEMS/SERS clerks beginning date <u>August 21, 2012</u> and ending date June 10, 2013.
- One person can not be hired to fill two part-time positions.
- Part-time funds can not be used to create a full-time position.
- Report correct funding code. Funds can not be transferred.
- Substitutes are not allowed for SEMS/SERS clerks. Extended absences will be reviewed on an individual basis.

Additional funds have been included in the part-time salary to cover cost of SEMS/SERS clerk training provided by the Dept. hours for training are above and beyond the 25 hr/wk allocated. (Ex: 25 hr. for the week + 4 hrs. for training = 29 hrs. for that week **only**).

Part-time clerks are not to exceed the 25 hr/wk unless they have attended department training or receive prior approval from the Dept. of Sp. Ed. Services.

SPECIAL EDUCATION SEMS/SERS CLERKS JOB DESCRIPTION

JOB GOAL:

Special education SEMS/SERS clerks will assist school personnel with the completion of paperwork and other tasks associated with services to special education students.

QUALIFICATIONS:

- 1. High school diploma or GED equivalent.
- 2. Reading and writing skills adequate to complete Special Education Department forms.
- 3. Ability to follow written and oral directions.
- 4. Ability to work as a member of a team.
- 5. Ability to maintain confidentiality about student records.
- 6. Ability to communicate effectively on the phone and in person.
- 7. Basic computer skills.
- 8. Ability to maintain an organized filing system for student eligibility folders and Special Education Department forms.
- 9. Ability to interact appropriately with parents and with school staff.
- 10. Ability to perform assigned duties with limited supervision.
- 11. Ability to establish and maintain an effective working relationship with co-workers, school staff, Special Education Department staff, parents and other members of the public.

PERFORMANCE RESPONSIBILITIES:

- 1. Organize Response to Intervention (RTI) forms pertaining to the initial referral of a student to special education and secure them in a folder.
- 2. Assist with contacting parents to obtain information related to special education.
- 3. Disseminate information related to special education to parents in their preferred language.
- 4. Send home the notices for special education meetings and the procedural safeguards to parents. Distribute the notices of the meetings to others invited to attend, including teachers, school administrators and Special Education Department staff.
- 5. Confirm the parents' receipt of the notice with a phone call, whenever possible, prior to the date of the meeting.
- 6. Assist with maintaining a calendar of Admission, Review and Dismissal (ARD) meetings for the campus.
- 7. Assist with gathering the appropriate forms needed at ARD/IEP and triennial review meetings.
- 8. Assure that the site of the ARD/IEP meeting is available at specified times and appropriately arranged to facilitate the participation of those attending.
- 9. Assist in contacting the appropriate agencies to attend ARD/IEP meetings, when specific agencies are invited to participate.

- Work under the direction of other campus staff (administrator, ACT, monitoring teacher) to review Department of Special Education Services forms for completeness and accuracy.
- 11. When ARD/IEP Summary Sheets are completed at ARD/IEP meetings that request additional services or testing, collect the sheets after the meeting and maintain the sheets in a notebook. Assist the special education supervisor/lead teacher in monitoring them for the completion of additional services/testing.
- 12. Make copies of the ARD/IEP forms and other forms, such as supplements to the ARD, releases of /requests for information, evaluation reports, etc. Distribute the copies to the appropriate recipients.
- 13. Input information from the Special Education Management system (SEMS) forms and the updated SEMS profiles to the iTCCS/PEIMS system. Maintain current SEMS records on special education students on campus. Print updated student profiles for inclusion in student eligibility folders.
- 14. Know the forms required for initial referrals, triennial reviews, ARDs, MDRs and other procedures specific to special education.
- 15. Assist teachers in the preparation and distribution of student data.
- 16. Assist teachers and special education personnel to create and maintain special education eligibility folders, adhering to the recommended order.
- 17. Create and maintain a list of students who receive district transportation and those whose parents receive reimbursement for private transportation.
- 18. Maintain the electronic Classroom Inventories of special education equipment and materials for the special education teachers on campuses by updating the computer inventory form, according to records provided by special education teachers at the beginning of each school year. Enter new equipment and materials as they are received during the school year. During May of each school year, after each special education teacher verifies the accuracy of the inventory for his/her classroom, make final additions/changes to the inventory form and prepare it for submission to the Special Education Department.
- 19. Assist the special education supervisor/teacher specialist with duties, as requested, to assure compliance with special education processes and procedures.
- 20. Participate in 12 hours of specific SEMS/SERS clerk training each year in order to keep current about forms and procedures in special education.
- 21. Perform other special education duties, as assigned. Funding requirements **prohibit** that SEMS/SERS clerks be used to perform any duties not directly benefiting the special education program. This is a data and materials management position. The SEMS/SERS clerks can not be used to cover classes and/or assigned to lunch duty and/or other general office duties.

JOB DEMANDS:

- 1. Frequent physical tasks: walking, standing, bending, climbing, crouching, reaching, lifting, carrying weights of less than 10 pounds, typing, writing.
- 2. Infrequent physical tasks: lifting, carrying weights of greater than 10 pounds.
- 3. Occasional physical exposure: cold, heat, and dampness.

VIII. Preschool Program for Children for Disabilities (PPCD)

According to the TEA Special Education –Administrators Guide, IDEA-B Preschool (Fund 225): the purpose of these funds is a means to supplement and increase services beyond the level of state and local funds expended for preschool students with disabilities ages three through five.

Fund 225 can only be expended for preschool students with disabilities ages three through five.

The first priority for these funds should be hygiene materials for children in the preschool special education program. This would cover gloves, pads, disinfectant, wipes and other classroom supplies used for diapering, feeding and cleaning supplies needed for the classroom above and beyond what is provided for the regular preschool classrooms.

Second priority is printer cartridges for the printer in the PPCD classroom that is used to print communication boards needed for the preschool special education children.

Third priority is other supplies needed for alternate communication used by the children in the PPCD classroom. This would include card stock, laminating pouches, Velcro or any other materials needed for alternate communication. It should not be used for voice output devices. Other funds are available through special education for these devices.

Fourth priority is registration and substitutes for PPCD teachers and assistants to attend relevant workshops. This requires building Principal's approval and a Budget Change Request to be processed by The District.

Fifth priority is other materials and supplies needed for the PPCD classroom.

IV. Special Transportation Support Request Procedure

Procedures to request transportation funds for programs serving students with disabilities:

- 1. All campus requests must be submitted to the Department of Special Education Services three weeks prior to the activity.
- 2. All activity trips must be approved by the campus principal prior to submitting requests to the Department of Special Education Services for funding support. All required paperwork must be submitted to the Department of Special Education Services for review (Lesson Plans and student(s) IEP's and other district documentation).
- 3. After the request is received, the Department of Special Education Services reviews the paperwork and makes a decision regarding funding.
- 4. The Department of Special Education Services determines whether or not the request can be funded:

Upon approval of the activity, the Department provides the funding code and forwards the request to the Transportation Dept.

If the request cannot be funded, the campus will be notified.

Note:

- Due to limited funding, all requests will be processed on a first-come, first-serve basis until funds are depleted.
- Any transportation trips that occur without prior approval from the Dept. will not be funded and the campus will be obligated to use other campus funds for payment.

Department of Special Education Services 2012-2013 Budget Timelines/Deadlines for Campuses

August	21 st	Funds available for SEMS/SERS clerks Full Time (183 days) Part Time (183 days) no more than 25 hrs. per week unless training was provided by the Dept. (certificates will be
	31 st	issued) Campus Allocation Funds Available on-line Email tracking sheet due by noon
September	28 th	Email tracking sheet due by noon
October	31 st	Email tracking sheet due by noon
November	30 th	Email Tracking Sheet due by noon
December	21 st	Email Tracking Sheet due by noon
January	31 st	Email Tracking sheet - due by noon
February	28 th	Email Tracking sheet - due by noon
March	8 th	Last day to submit BCR to the Special Ed. Department
	28 th	Email Tracking sheet – due by noon
April	19 th	Recommended last day for instructional material and consumable items - encumbrances.
	30 th	Last day to physically receive all shipments. Any supplies and materials not received must be cancelled. ITCCS system is closed. No more requisitions will be processed. Email Tracking sheet - due by noon
May	31 st	Last day to submit all P.O. payments and close out fund. Email Tracking sheet - due by noon

NOTE: "All goods must be received...or delivered in time to <u>substantially benefit</u> the population being served.... Goods or services delivered near the end of the grant period are viewed by TEA <u>as not necessary</u> to accomplish the objectives of the current grant program;" therefore, it is important to adhere to the budget timelines listed above.

Special Education Department 2012 - 2013 Budget Calendar

Fall

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NOTES:

◆ <u>Due</u> budget tracking sheets from campuses via e-mail	
★ <u>Deadline</u> to receive all shipments	□ Deadline for BCR's

Special Education Department 2012- 2013 Budget Calendar

Spring

	January										
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NOTES:

◆ <u>Due</u> budget tracking sheets from campuses via e-mail.	* Last day to encumber
★ <u>Deadline</u> to receive all shipments	⊖ Deadline for BCR's
① Last day to submit all P.O. payments and close out fund.	

Tracking Sheets

- Tracking sheets <u>must</u> specify for which program the purchase is being made. This will assist in ensuring that all special education programs have been provided with support during the year.
- <u>Tracking sheets</u> are due at the end of each month via e-mail. Please complete sheets with itemized <u>description</u> of purchases. If there are no purchases for a particular month, place the words "No activity" across the form, date it, and send it in. If the total allocation has been expended prior to the deadlines, place the words "allocation expended" across the form, date it and send it in. The campus is not required to submit a tracking sheet after this date.

• Monthly Review

Supervisors/Teacher Specialists and the Department Budget Analyst will review the tracking sheets and the purchases made by the campus staff. Monitoring of these funds will ensure that the purchases will be in support of the specific program goals.

Supply/Instructional Material Expenditures

Please adhere to the TEA allowable and non-allowable checklist, the district guidelines as well as the Department guidelines for program purchases and tracking purposes.

Principal Required Action

- 1. Review funding allocations.
- 2. Review previous expenditures.
- 3. Review TEA allowable / non-allowable checklist.
- 4. Comply with purchasing guidelines (TEA District Department and program)
- 5. Complete all required paperwork associated with the purchase.
- 6. Complete requisition online.
- 7. May require other campus personnel approval for processing (determined by the Principal).
- 8. When item(s) arrive at the campus
 - Add item to tracking sheet for that month (auditable purpose) send in form to special education dept. at end of the month.
 - Teachers add non-consumable instructional materials and equipment items to the campus/classroom inventory for (auditable purpose).
 - All expenditures including instructional materials, equipment, token economy items, bus tickets, etc. made with 224 funds <u>must be itemized on the tracking</u> <u>sheets for audit purposes.</u>

Guidelines and Procedures

For

Budget Change Request

BCR's

BCR Requirements

Campus may submit a Budget Change Request (BCR) for the following purchases:

- Registration fees for Staff Development (Region XX) see *Note 1
- Equipment (contact the Budget Analyst for prior TEA approval) see *Note 2
- Library Books (must be approved by the Director of Library Media Services) see *Note 3
- I. All BCR's must
 - (a) describe the purchase
 - (b) justify-the desired expenditure support of what program and its use
 - (c) contain accurate accounting of monies to be transferred
 - (d) denote current budget code
 - (e) attach all required paperwork to BCR such as list of library books
 - (f) be submitted within timeline mandates
 - (g) include principal's signature all purchases must comply with district, departmental and federal requirements.
 - (h) all expenditures are allowable and directly support the instructional program.
- II. Allow one week for paperwork to be processed through the Department of Special Education Services (ensure all paperwork is clear and complete to guarantee quick processing). Allow up to two weeks for paperwork to be approved and processed from Budget & Planning/Funds Management.
- III. The Department of Special Education Services will stamp all requests in "on the date it is received" and processing will begin on that date.
- *Note 1: Staff development topics must support the instructional programs for students with disabilities.
- *Note 2: All equipment must support the instructional programs for students with disabilities and listed on the federal application. Contact the Budget Analyst to determine if requested equipment has been approved by TEA. *Technology equipment must have the sub-object code 65 on the budget line*.
- *Note 3: Library books purchased with federal funds must ensure that the purchase of books relate to the level of interest, instructional and functional levels of children with disabilities. The list must be reviewed and approved by the Director of Library Media Services before BCR approval is granted. No more than one-third of your special education funds can be spent for library books.

BCR Process

- 1. Principal or campus designee will approve BCR, attach all required paperwork and submit to Dept. of Sp. Ed.
- 2. All required paperwork will be sent to the Department of Special Education Services for review and approval consideration.
- 3. As each BCR is received it will be date and time stamped.
- 4. Review budget deadlines for expenditures.
- 5. Review allocation to ensure sufficient funds.
- 6. Upon its review the Department will:
 - a) If approved, forward to Budget and Planning.
 - b) If denied, BCR will be returned to the campus.

eGrant/TEA

Allowable

&

Unallowable

Allowable / Unallowable

Supplies and Materials

Class / Object Code 6399

Legend Y = allowable N = Not allowable

Beyond Routine Supplies

Expenditure Items	IDEA-B Formula Funds
Books for College Credit for staff	N
Calculators (non-capitalized) only if supplemental and not provided for all students	Y
Cameras or camcorders for SPED instructional use (non-capitalized –must be under \$300)	Y
Cellular phones (non-capitalized)	N
Classroom supplies, office and clerical supplies – General Routine	N
Clothing, Uniforms or Shoes (includes Special Olympics)	N
Computer hardware/software and peripherals for Sp. Ed. Teacher use; must be supplemental to those provided by LEA to all teachers as non-capitalized	Y
Software packages for Core curriculum or Credit Recovery (non-capitalized)	N
Software Packages Unique to SPED (non-capitalized)	Y
Entertainment (including amusement, diversion, social activities, and ceremonials and any costs associated with such)	N
Eye glasses	N
Food and Beverages for Workshop ParticipantsRefreshment for staff meetings/staff trainingRefreshment or meals at an award banquet/functionAny food costs not necessary to accomplish the objectives of the grant program.	N
Food for Meals or Snacks for Students -Snacks for students participating in extended-day program or after school tutorials.	N
-Food that implements IEP Objectives for instructional purposes (when an integral part of the program and when costs are reasonable and necessary to accomplish the objectives of the program).	Y
Gifts or items that appear to be gifts	N

Continued - Supplies and Materials

Class / Object Code 6399

Legend Y = allowable N = Not allowable

Beyond Routine Supplies

Expenditure Items	IDEA-B Formula Funds
Instructional Supplies	Y
Laminators for specialized instruction (non-capitalized cost must be under \$500)	Y
Listening stations	Y
Memorabilia	N
Non-instructional materials, e.g. poster board maker	N
Office furniture or equipment	N
Paper for ARD meetings and IEP's (anything associated with ARD/IEP)	Y
Postage (Office) for routine communication not associated with special education.	N
Postage for ARD and parent contact (must be SPED specific)	Y
Printing and Publication Costs (includes distribution and mailing of publications) Special Education Materials	Y
Professional Books and Magazines for Special Education	Y
Promotional Items (such as T-shirts, caps, tote bags, key chains, graduation supplies etc.)	N
Routine Classroom Supplies Items that are routine classroom supplies.	N
State Adopted Textbooks	N
Supplemental Textbooks/CD/DVD	Y
Souvenirs	N
Tape recorders / tapes	Y
Token wages (non-cash incentives only) token economy system	Y
Tuition/Books for College Credit	N

Allowable / Unallowable

Clarification on Library Book Purchases

Class/Object Code 6329

Expenditure Items	IDEA-B Formula Funds
Library Books – specific to SPED	Y
Library Supplies	N
Library Computers	N
Library Materials – office / clerical supplies	N
Library equipment (Listening stations, Tape recorders) Materials for equipping the library	N
Film/Cassettes (sets) (multiple sets) specific to SPED	Y
Videos (instructional) specific to SPED	Y
Resource Books specific to SPED	Y
Instructional software specific to SPED	Y
Sets of Library Books specific to SPED	Y

Allowable / Unallowable

Field Trips/Travel

Class/Object Code 6400

Expenditure Items	IDEA-B Formula Funds
Co-curricular and Extracurricular expenses, Travel and per diem. (Includes Special Olympics)	Y
Extracurricular expenses, Travel and per diem (Directly related to teacher's lesson plan and documented students' IEP goals/objectives)	Y
CBI Trip Transportation. **CBI trips are allowable when directly related to a teacher's lesson as part of classroom instruction and when necessary to meet program objectives.	Y
Field trips for social, entertainment or recreational purposes	N
Co-curricular and ex-curricular registration expenses, transportation and/or travel and per diem (includes Special Olympics)	Y
Speakers (motivational) Consultants	N
Training. Attend special education training events (including joint training for regular and special educators on topics pertaining to the education of students with disabilities.	Y
Travel, registration and per diem to attend special ed. training events (including joint training for regular and special educators on topics pertaining to the education of students with disabilities).	Y

Capital Outlay-Furniture and Equipment

Class/Object Code 6649

Expenditure Items NOTE: Equipment items must be applied for and specifically approved by TEA.	IDEA-B Formula Funds
Assistive Technology Equipment (capitalized)	Y
Auditory Trainers (capitalized)	Department Approval Required
Cameras/camcorders for activities unique to SPED unit cost of over \$500	Department Approval Required
Cellular phones	N
Copiers	N
Computer Hardware/software & Peripherals for Administrative or Clerical Use	N
Computer Hardware/Software & Peripherals for Assessment Use	Department Approval Required
Computer Hardware/Software & Peripherals and Adaptive Devices for student Use, SPED	Department Approval Required
Core Curriculum Software (capitalized)	N
Credit Recovery Software (capitalized)	N
Computers to Teach Computer Literacy	N
Computer for instructional use	Department Approval Required
Computer Printers	Department Approval Required
Fax machine for administrative or clerical use	N
Furniture Instructional unique to SPED only (capitalized)	Department Approval Required

Continued Capital Outlay-Furniture and Equipment

Class/Object Code 6649

Expenditure Items NOTE: Equipment items must be applied for and specifically approved by TEA.	IDEA-B Formula Funds
Hearing Aids	N
Individually Prescribed Prosthesis or Equipment	N
Life Skills appliances, equipment furniture (capitalized)	Department Approval Required
Medically Prescribed Equipment (capitalized)	N
Office Furniture or Equipment	N
Playground Equipment (Adaptive)	Department Approval Required
Physical Therapy / Occupational Therapy Equipment	Department Approval Required
Printers (capitalized)	Department Approval Required
Routine Classroom Furniture.	N
Televisions for instructional activity unique to SPED	Department Approval Required
Wheelchairs (in school use only) (capitalized)	Department Approval Required
DVD/VCR/Monitor - unique to SPED only	Department Approval Required
LCD Projectors (computer systems with peripherals and adaptive devices to be used by students with disabilities)	Department Approval Required
Laptops computers (computer systems with peripherals and adaptive devices (to be used by students with disabilities)	Department Approval Required
Scanners (computer systems with peripherals and adaptive devices (to be used students with disabilities)	Department Approval Required
Assistive Technology – student or program specific	Department Approval Required

Auditable Tracking Form for 224 Fund Expenditures

Tracking Sheets

Federal funds (224) will be tracked in order to ensure that materials are provided to the appropriate teacher and to ensure that funds are utilized in working with students with disabilities.

Tracking sheets must be completed for all purchases made from Fund 224 and 225 (PPCD). The principal or the designee must complete the tracking form each time expenditures are processed. Special Education Supervisors/Teacher Specialists will assist in monitoring the expenditures of these funds. Tracking sheets <u>must</u> specify for which program the purchase is being made. This will assist in ensuring that all special education programs have been provided with support during the year.

<u>Tracking sheets</u> are due at the end of each month. Please complete these with <u>itemized descriptions/packing list</u> of purchases. If there are no purchases for a particular month, place the words "No activity" across the form, date it, and send it in. If the total allocation has been expended prior to the deadlines, place the words "allocation expended" across the form, date it and send it in. The campus is not required to submit a tracking sheet after this date. Please adhere to the TEA and department guidelines. All Federal funds are auditable; therefore, inappropriate purchases will cause the district to be at risk of repaying and/or returning to the original method of allocating funds.

Monthly Review

Supervisors/Teacher Specialists and the Department Budget Analyst will review the tracking sheets and the purchases made by the campus staff. Monitoring of these funds will ensure that the purchases will be in support of the specific program goals.

Special Education Department Budget Expenditures Tracking Form

Campus:	ABC	Month: Aug	ust							
Campus Allocation Supplies	\$3000.00									
SAMPLE Description of Expense	PO #	Vendor	Funding Code	Encumbrance	Expenditure	Balance	Specify which program purchase is being made (LS, TLC, BAC, etc)	Specify type of purchase (ex. Inst. Mater, equip, etc.		
Student workbooks, stickers	456123	Lakeshore	224-11-6399	500.00	475.00	2525.00	BAC	Instr. Material		
Postage for ARD Mtgs.	456597	Postmaster	224-11-6399	44.00	44.00	2481.00	ALL	Postage		
Neon balls, story cards	456123	Lakeshore	224-11-6399	0	25.00	2456.00	BAC	Instr. Material		
See attachment (itemized list)	101300	Oriental Trading	224-11-6399	200	200	2256.00	LS	Instr. Material		
Principal Signature:	Date		_			_				
**Example: BAC/TLC/LS	S/GEC etc,									

Campus Inventory Form

For Auditable Purposes

INSTRUCTIONS FOR COMPLETING SPECIAL EDUCATION MATERIALS AND EQUIPMENT INVENTORY

- 1. Each special education teacher receives an inventory titled, *San Antonio Independent School District Special Education Department, Classroom Inventory* of all classroom materials and equipment purchased with special education funds. This is provided by the SEMS Clerk at the beginning of the school year. Teachers are to review and verify the accuracy of listed items as well as add new items purchased throughout the current year. At the end of the year, teachers submit the inventory to the SEMS Clerk who electronically updates the inventory form by adding new materials and equipment as well as deleting items that are unusable and/or 5 years or older.
- 2. The Special Education Classroom Inventory form is used to list both materials and equipment.
- 3. Materials and equipment are listed on separate inventory pages.
- 4. **SAISD Tag #:** Enter the tag number stamped or attached to the equipment. If there is no SAISD Tag #, enter the word "none".
- 5. **Serial #/Other ID # for equipment**: Enter the serial number and any other identifying number; for example, serial # 4397; Special Education 779403. If there is no serial number or any other identifying number, enter the word 'none".
- 6. **Description**: Enter the name of the material/equipment and/or the model name that describes the item.
- 7: **Original Date Materials Purchased:** Enter the date the materials were first purchased, if known. If the date is unknown, enter "unknown" in this space.
- 8. **Date Issued (this school year):** Enter the date the teacher received the materials or equipment, if it was received during the current school year. For materials and equipment already in the classroom, enter the date of the first day of school.
- 9. **Condition**: Enter a description of the condition of the item at the beginning of the school year, or upon first receiving the item. Use the following codes:

N = new E = excellent G = good U = old, but usable

C = consumable B = broken, marked for deletion from inventory

O = obsolete, marked for deletion from inventory

- 10. **Date Returned**: Enter the actual date the item was returned (picked up) or transferred to another campus. For materials and equipment that are to remain in the classroom, enter the last day of work for the current school year.
- 11. **Condition**: Enter a description of the condition of the item at the end of the school year, upon transferring it to another campus, or at the time it is officially removed from the classroom inventory. Use the following codes:

N = new

E = excellent

G = good

U = old, but usable

C = consumable

B = broken, marked for deletion from inventory

O = obsolete, marked for deletion from inventory

- 12. **Comments**: The teacher may use this column for any additional information regarding the item.
- 13. SEMS/SERS Clerks will provide a copy of last year's final inventory form for teachers to begin the new school year. The teacher's signature will verify that the list for all materials and equipment are in the classroom at the beginning of the school year
- 14. Post a copy of the inventory in the classroom.
- 15. Maintain the inventory during the year, adding materials and equipment that are received, and noting materials and equipment that may be broken or obsolete, and marked for deletion from the inventory.
- 16. At the end of the school year, according to the deadline established in the End-of-School Year Procedures, update and print the final inventory form. The signed (Principal & Teacher signatures) inventory list will be submitted to the Supervisor/Teacher Specialist. The SEMS/SERS Clerk will copy the inventory list on a flash drive and store it in a safe place so that the disk, or the document on the computer hard drive, can be used at the beginning of the next school year.
- 17. The SEMS/SERS clerks will maintain and update the electronic Classroom Inventories of special education equipment and materials based on teacher information at the beginning and throughout the school year. Enter new equipment and materials as they are received during the school year. At the end of the school year, after each special education teacher verifies the accuracy of the inventory for his/her classroom, the clerks will make final additions/changes to the inventory form and prepare hard copy for Teacher and Principal signature. Signed hard copies will be submitted to the Supervisors/Teacher Specialists. The SEMS/SERS clerks will also submit the flash drive containing all electronic copies of the inventories to the Supervisors/Teacher Specialists.

Inventory Instructions

This inventory will be used:

- 1. To assure that the materials/equipment are ready for teacher and student use at the beginning of the school year, and
- 2. To close a unit and transfer the inventoried materials/equipment to a new unit/another school.

Throughout each school year:

- 1. At the beginning of each school year, every special education teacher reviews the inventory of materials and equipment completed at the end of the previous school year for his/her classroom. Materials that are missing should be located and placed in the appropriate classroom. The special education teacher up-dates the inventory on the computer document, assuring that the inventory is a list of all materials and equipment assigned to her/him and purchased with special education monies. The "Date Issued" should be changed to the first day of school.
- 2. The inventory is printed, signed and posted in the classroom.
- 3. The inventory form is updated by the teacher throughout the school year, when a teacher leaves, or when he/she is newly assigned to a special education program/class. It is also up-dated when new materials and equipment are placed in the special education classroom.
- 4. The inventory is given a final review and updated at the end of the school. The "Date Returned" is changed to reflect the date that the materials and equipment were returned, or, if they are to be kept in the classroom, the date of the last day of the current school year. The inventory is printed and the signatures of the teacher and the principal are obtained.
- 5. Submit the signed inventory and the computer disk (flash drive) that contains the inventory to the special education supervisor/teacher specialist. The supervisor/teacher specialist will turn in inventory and computer disk to the Department. The computer disk will be return to the SEMS/SERS clerk at the beginning of the next school year.

The school principal/designee:

- 1. The principal or his/her designee ensures that all materials and equipment are listed on the inventory\ies that are completed at the beginning of the school year and at the end of the school year.
- 2. The principal/designee ensures that all materials are stamped "Special Education." Equipment should also be stamped "Special Education" and tagged.

- 3. The principal/designee ensures that a copy of the inventory is posted in the classroom and a copy is maintained in the school office,
- 4. The principal/designee ensures that, when a teacher transfers to another position, school, district or retires, the materials and equipment listed on the inventory are kept in the appropriate classroom for the special education teacher filling the vacancy or for transfer to another school's special education unit when the sending school's unit closes.

I. (b)

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT SPECIAL EDUCATION DEPARTMENT

			CLAS	SROOM INVEN	TORY 20 Equipment	20 Materi	als			
Na	me:			Ca	ampus/Facilit	y:				
Date:										
SAISD Tag #				Original Date Materials Purchased	Date Issued (this school year)	Condition (use code printed on instruction pg)	Date Returned	Condition (use code printed on instruction pg)	Comments Notations	
Seginning So	chool Year Date Cl	necked:			Eı	nd of School Ye	l ar Date Updated	:		
decipient's Signature Date			Ro	ecipient's Signa	ture		Date			
Administrator's Signature		Date	Administrator's Signature		Date					

Questions

&

Answers

- Q. Can 224 funds designated as 6124 be utilized for extending the part-time SEMS/SERS clerk allotted time?
- A. No, the SEMS/SERS clerk allotted time has been calculated and approved for a specific amount of time. To extend the hours would impact the compensation already calculated for each part-time employee. Additional funds have been included in the part-time salary to cover cost of SEMS/SERS clerk training provided by the Dept. Hours for training are above and beyond the 25 hr/wk allocated. (ex: 25 hr. for the week + 4 hrs. for training = 29 hrs. for that week only). Part-time clerks are not to exceed the 25 hr/wk unless they have attended Department training for the week.
- Q. If 6124 funds cannot be spent due to extenuating circumstances, can these funds be moved to purchase supplies?
- A. No. Part time SEMS/SERS clerk fund must remain within the payroll object code.
- Q. Can software be purchased with 224 funds?
- A. Yes, The principal must follow a procedure which includes the Technology Department's and TEA (check with the Budget Analyst) prior approval to the purchase. Software under \$100 may be purchased under object code 6399-Supplies and must be included in the Tracking Sheet as "software".
- Q. Can 224 funds be used to purchase a consultant or guest speaker?
- A. No, however 224 funds can be utilized for providing staff development that focuses on special education information and/or promotes professional growth for teachers who work with special needs students. The content of the staff development must include aspects of special education within the instructional sessions. (See staff development allowable non-allowable page.)
- Q.. Can 224 funds pay for fees and/or tickets to events for entertainment purposes?
- A. No, 224 funds cannot pay for entertainment activities. However the funds may be used for learning and/or instructional activities related to the students' IEP. These activities must be documented within the IEP. Refer to the CBI guidelines.
- Q.. Can 224 funds be utilized for hiring personnel?
- A. No, 224 fund allocated to your campus is specifically for supplies and materials.

- Q. Can 224 funds be used for renting a van?
- A. No, 224 funds cannot be used for renting any vehicles.
- Q. If the SEMS/SERS clerk funds are unexpended does the campus lose this fund?
- A. If the campus does not expend the clerk fund (6124) these funds **do not** carry forward for the following year. Therefore, campuses cannot plan for the use of these funds for the next year. However each year funds are made available pending federal fund allocation for part-time SEMS Clerks. Questions can be directed to the Budget Analyst, Department of Special Education Services.
- Q. What if 224 tracking sheets are not turned in by the end of the month due date Will the campus lose these funds?
- A. No, if there are extending circumstances which impacts meeting the deadline date, the campuses are responsible for notifying the Special Education Department's Budget Analyst. Campuses continually not meeting tracking sheets deadline will result in notification of non-compliance to the campus Leadership Executive Director.
- Q. What if a campus mistakenly over expends their allocation? Do they pay the monies back?
- A. Yes. The campus must notify the Department of this problem. Upon review of the issue, the amount of overage could possibly be charged against the campus local fund.
- Q. What if the SEMS/SERS clerk is accidentally paid out of another fund other than out of 224 funds, can 224 funds be placed into another fund to cover the mistake?
- A. No. When monies are expended out of another fund by mistake to pay for the campus SEMS/SERS clerk, the campuses cannot use 224 federal funds to re-pay the fund the clerk was mistakenly paid from. Federal guidelines do not allow this practice to occur. The campus therefore can not re-capture these funds.
- Q. Can fund 224 which are designated as 6124 begin to be spent in July?
- A. No. The reporting and ending date of SEMS/SERS clerks (6124) is the same as instructional assistants.

- Q. Are campuses accountable for expenditures from 224 funds?
- A. Yes, there are two ways in which campuses are responsible for 224 expenditures. First, special education teachers are accountable for all purchases (follow the inventory guidelines associated with the program materials in their classroom). The principal is also accountable for the tracking sheets which contain all purchases made by the campuses with 224/225 funds. These tracking sheets are auditable and must be submitted at the end of each month. The classroom inventory sheets are updated upon each new purchase. Remember that any material /equipment purchased by the campus must also become part of the campus inventory.
- Q. Do we need to complete tracking sheets each month?
- A. Yes, the use of 224/225 funds requires documentation regarding the use of these allocations. Both the Department and the campuses are bound by this mandate. The tracking sheets contain all the necessary information required in an audit and must be available upon request from TEA. The district is accountable for expending these monies appropriately. This documentation is essential for maintaining the yearly allocation.
- Q. Is the campus budget determined by Least Restricted Environment (LRE) numbers at the end of each school year?
- A. No, campus allocation is based on the number of special education units.
- Q. Is the campus allocation divided into two semesters?
- A. At this time 224 funds are available at the beginning of the school year. PPDC funds are divided into two semesters.
- Q. Can 224 supply funds purchase any item(s) felt necessary for instruction?
- A. No, 224 funds have guidelines which are designated as allowable and non-allowable. TEA provides this list to assist campuses in determining appropriate expenditures. Please refer to the allowable and non-allowable section.
- Q. What is the last day for campuses to expend all special education funds?
- A. June 10th is the last day to expend all Special Education campus budget.

- Q. Who is responsible for monitoring the expenditures of funds?
- A. The principal is responsible for all expenditures on campus related to 224/225 funds. The principals have been provided with guidelines and procedures for purchasing items/materials. Classroom/campus inventory as well as tracking sheets are the ways in which the principal can monitor this fund.
- Q. What happened to our CMP days?
- A. CMP day(s) will be categorized as substitute teacher days and require prior approval by the Department of Special Education Services. Special Education teachers submit request to Sp. Ed. Teacher Specialist/Supervisor. Upon approval, Sp. Ed. Budget Analyst will provide budget code to campus secretary.

Appendices

I. Auditable Documentation

- (a) Special Education Department Budget Expenditures Tracking Form
- (b) Campus Inventory

II. Samples of BCR's Completed

- (a) Staff Development
- (b) Furniture/Equipment/Technology
- (c) Library Books

III. Denial/Approval Forms

Notice of Denial for BCR

I. (a) Special Education Department Budget Expenditures Tracking Sheet SAMPLE

Month:		Date of Exp (M/D/	enditure Y)			-		
Funding Code	Encumbrance	Expenditure	Balance	Distribution	*Specify for which program the purchase is being made.	Check Yes or No for type of purchase	Yes	No
						Equipment / Furniture		
						Technology Supplies		
						Library Purchase		
						Supplies		
						Staff Development		
						Field Trip		
	Date			Date submitted to Special Ed. Dept.		-		
*Example: BAC/TLC/GEC General Education Connection, Math, Science, PE, Electives								

I. (b)

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT SPECIAL EDUCATION DEPARTMENT

			CLA	ASSROOM IN	VENTORY Equip	Y 20 ment _	20 Materi	als			
Na	me:				Campu	s/Facility	y:				
					·			0.:			
SAISD Tag #	Serial # /Other ID #	1	Description	Origin Date Materia Purchas	(thi	e Issued s school year)	Condition (use code printed on instruction pg)	Date Returned	Condition (use code printed on instruction pg)	Comme Notatio	
Beginning Sc	chool Year Date Cl	necked:				En	d of School Ye	ar Date Updated	:		
Recipient's S	ignature		Date			Re	cipient's Signat	ture		Date	
Administrato	r's Signature		Date			Ad	lministrator's S	ignature		Date	

II. (a) Staff Development - BCR Sample

Date: _							•	•	
Org. Nu	um.	Org. Nai	me			_			
INCR	EASE	TO BUD	GET	1					
Fund	Fnc	Obj	S-Obj	Org	FY	PIC	Proj	Description	Credits
224	13	6411	01	XXX	Х	23	000	Staff Development	\$300.00
					·			Total Credits	\$
DECR	REASE	TO BUD	GET	7					
Fund	Fnc	Obj	S-Obj	Org	FY	PIC	Proj	Description	Debits
224	11	6399	01	XXX	X	23	000	Supplies	\$300.00
					•			Total Debits	\$
								Is BCR in balance	e? YES
Principa	al/Dept	. Head Apr	rv'd.	Funds	Mgmt	Aprv'd	l .		
		equest:					=		Budget Office Use ONLY
Staff Confe			or 3 TLC te	eachers to	attend	a Spe	ecial E	ducation Teaching Strategies	

II. (b) Furniture/Equipment/Technology - BCR Sample

Date: _									F
Org. N	um.	Org. Nai	me			_			
INCR	EASE '	TO BUD	GET						
Fund	Fnc	Obj	S-Obj	Org	FY	PIC	Proj	Description	Credits
224	11	6649	65	XXX	Х	23	000	Equipment	\$1,100.00
							<u> </u>	Total Credits	
n.co	7.67	TO DVID	O. T. T.						
Fund	Fnc	TO BUD Obj	S-Obj	Org	FY	PIC	Proj	Description	Debits
224	11	6399	01	XXX	X	23	000	Supplies	\$1,100.00
224	11	0399	01	AAA	Λ	23	000	Supplies	\$1,100.00
		<u> </u>		<u> </u>		<u> </u>	<u> </u>	Total Debits	\$
								Is BCR in balan	
Principa	al/Dept.	Head Ap	rv'd.	Funds	s Mgmt	Aprv'd	 I.		
Pancos	n for Da	anact:							Budget Office Use ONLY
To pu	n for Re urchase	e a comp	uter for the	e GEC tea	acher.				
1									

II. (c) Library Books - BCR Sample

Oate: _				Li	ibrary	Book Book	ks - B(CR Sample	
rg. Nı	[um.	Org. Nai				_			
INCR	EASE T	FO BUD	GET	7					
Fund	Fnc	Obj	S-Obj	Org	FY	PIC	Proj	Description	Credits
224	11	6329	01	XXX	Х	23	000	Reading Materials/Library Books & Media	\$300.00
			1	•		ı		Total Credits	\$
		ΓΟ BUDO							_
Fund	Fnc	Obj	S-Obj	Org	FY	PIC	Proj	Description	Debits
24	11	6399	01	XXX	X	23	000	Supplies	\$300.00
								Total Debits Is BCR in balance	\$ 2 VFS
rincipa	ıl/Dept.	Head Apr	rv'd.	Funds	Mgmt	Aprv'd	 l.		
Reason	n for Re	quest:							Budget Office Use ONLY
			books spe	ecific to SF	PED.				

Note: Approval is needed for technology hardware.

III. (a) Notice of Denial for BCR

Campus Name	Date Received
	Date of Denial of
BCR	Approval

The attached BCR / P.O. was denied approval for the following reason(s):

Non-allowable by TEA guidelines.
Missing district / Department paperwork.
Does not meet district / Department guidelines.
Does not support district / Department programs.
Other:

Action requested for future consideration:

1.	
2.	
3.	

Signature	Date

Recommended

Purchase

List

NOTE: Not all items offered by the warehouse may be purchased with Federal Funds. Refer to the section on allowable and non-allowable expenses.

WAREHOUSE CATALOG

Classroom Office Supplies

WINDOW ENVELOPES	7 23	
#10 LEGAL	1.23	500/BOX
FOLDERS: FILE, LEGAL-SIZE MANILA, 11 PT STOCK, 1/2 CUT TABS, SCORING ABOVE FOLD FOR 3/4" EXPANSION, 100 PER BOX.	5.96	BX/100-LEGAI
FOLDERS: POCKET, LEGAL LEGAL SIZE, 1" EXPANSION, 50 FOLDERS/BOX.	9.73	BX/50-LEGAL
DISKETTES: 2S/HD, FORMAT, 3.5" 2.0 MB FORMATTED, SOFT SECTOR, 3.5" DIAMETER, COMPATIBLE WITH IBM, IBM CLONES AND APPLE PRODUCTS.	1.29	BOX OF 10
PAPER: DUAL PURPOSE, LETTER 8-1/2" X 11", FOR GENERAL PURPOSE TYPING OR FOR XEROGRAPHIC COPIERS (10 REAMS PER CARTON)	25.75	CARTON
PAPER: 8-1/2 X 14, LT. BLUE BLANK BOND, 500 SHEETS/REAM	5.23	REAM-LEGAL
PAPER: 8-1/2 X 14, CANARY BLANK BOND, 500 SHEETS/REAM	5.16	REAM-LEGAL
PAPER: 8-1/2 X 14, GOLD BLANK BOND, 500 SHEETS/REAM	4.93	REAM-LEGAL
	MANILA, 11 PT STOCK, 1/2 CUT TABS, SCORING ABOVE FOLD FOR 3/4" EXPANSION, 100 PER BOX. FOLDERS: POCKET, LEGAL LEGAL SIZE, 1" EXPANSION, 50 FOLDERS/BOX. DISKETTES: 2S/HD, FORMAT, 3.5" 2.0 MB FORMATTED, SOFT SECTOR, 3.5" DIAMETER, COMPATIBLE WITH IBM, IBM CLONES AND APPLE PRODUCTS. PAPER: DUAL PURPOSE, LETTER 8-1/2" X 11", FOR GENERAL PURPOSE TYPING OR FOR XEROGRAPHIC COPIERS (10 REAMS PER CARTON) PAPER: 8-1/2 X 14, LT. BLUE BLANK BOND, 500 SHEETS/REAM PAPER: 8-1/2 X 14, CANARY BLANK BOND, 500 SHEETS/REAM	MANILA, 11 PT STOCK, 1/2 CUT TABS, SCORING ABOVE FOLD FOR 3/4" EXPANSION, 100 PER BOX. FOLDERS: POCKET, LEGAL LEGAL SIZE, 1" EXPANSION, 50 FOLDERS/BOX. DISKETTES: 2S/HD, FORMAT, 3.5" 2.0 MB FORMATTED, SOFT SECTOR, 3.5" DIAMETER, COMPATIBLE WITH IBM, IBM CLONES AND APPLE PRODUCTS. PAPER: DUAL PURPOSE, LETTER 8-1/2" X 11", FOR GENERAL PURPOSE TYPING OR FOR XEROGRAPHIC COPIERS (10 REAMS PER CARTON) PAPER: 8-1/2 X 14, LT. BLUE BLANK BOND, 500 SHEETS/REAM PAPER: 8-1/2 X 14, CANARY BLANK BOND, 500 SHEETS/REAM PAPER: 8-1/2 X 14, GOLD 4.93

4690	PAPER: 8-1/2 X 14, LT. GREEN BLANK BOND, 500 SHEETS/REAM	5.02	REAM-LEGAL
4695	PAPER: 8-1/2 X 14, PINK BLANK BOND, 500 SHEETS/REAM	4.81	REAM-LEGAL
4725	CONSTR. PAPER: 9X12, LT BLUE (50 SHEETS/PKG). 50 PKGS PER CARTON.	0.48	PKG-9 X 12
4735	CONSTR. PAPER: 9X12, GRAY (50 SHEETS/PKG). 50 PKGS PER CARTON.	0.47	PKG-9 X 12
4745	CONSTR. PAPER: 9X12, LT GREEN (50 SHEETS/PKG). 50 PKGS PER CARTON.	0.48	PKG-9 X 12
4785	CONSTR. PAPER: 12X18,DK BLUE (50 SHEETS/PKG). 25 PKGS PER CARTON.	1.04	PKG-DK BLUE
4790	CONSTR. PAPER: 12X18,BLUE (50 SHEETS/PKG). 25 PKGS PER CARTON.	0.97	PKG-BLUE
4795	CONSTR. PAPER: 12X18,LT BLUE (50 SHEETS/PKG). 25 PKGS PER CARTON.	0.93	PKG-LT BLUE
4805	CONSTR. PAPER: 12X18,GRAY (50 SHEETS/PKG). 25 PKGS PER CARTON.	0.99	PKG-GRAY
4815	CONSTR. PAPER: 12X18,LT GREEN (50 SHEETS/PKG). 25 PKGS PER CARTON.	0.95	PKG-LT GREEN
4825	CONSTR. PAPER: 12X18,PINK (50 SHEETS/PKG). 25 PKGS PER CARTON.	1	PKG-PINK
4830	CONSTR. PAPER: 12X18,VIOLET (50 SHEETS/PKG). 25 PKGS PER CARTON.	0.97	PKG-VIOLET

4851	DRAWING PAPER: WHITE, 18X24 500 SHEETS PER REAM.	19.75 REAM
4885	NEWSPRINT: 24X36, WHITE 32#.	16.56 REAM-WHITE
4985	TAG BOARD: 9 X 12 WHITE. 12 PKGS PER CARTON.	2.11 PKG OF 100
5010	BUTCHER/WRAPPING PAPER:18"WHT WHITE, 40 LB. STOCK.	13.68 ROLL-WHITE
5030	BUTCHER/WRAPPING - Brown 24 ROLL	13.43 ROLL
5205	HP CART: TRICOLOR, 800S, EACH	23.72 EACH
5213	PRINTER CARTRIDGE:HP/BLACK PRINTER CARTRIDGE: HEWLETT PACKARD DESKJET, DESKJET PLUS, DESKWRITER, DESIGNJET, HP HIGH CAPACITY. BLACK INK PRINTER CARTRIDGE.	24.06 EACH(51626A)
5275	FLAG: U. S., 6' X 10' UNITED STATES, 6' X 10', FOR FLAG POLE, NYLON, OUTDOOR	33.04 EACH
5280	FLAG: TEXAS, 4' X 6' TEXAS, 4' X 6', FOR FLAG POLE, NYLON, OUTDOOR	20.98 EACH
5510	PAINT: LIQ TEMPERA,BROWN PINT BOTTLE	0.89 PINT-BROWN

5515	PAINT: LIQ TEMPERA,GREEN PINT BOTTLE	0.89	PINT-GREEN
5520	PAINT: LIQ TEMPERA,ORANGE PINT BOTTLE	0.89	PINT-ORANGE
5525	PAINT: LIQ TEMPERA, VIOLET PINT BOTTLE	0.88	PINT-VIOLET
5540	PAINT: LIQ TEMPERA,YELLOW PINT BOTTLE	0.89	PINT-YELLOW
5547	PENCILS: DRAWING, BLACK FOR SKETCHING AND LAYOUT.	1.72	DOZEN- BLACK
5548	PENCILS: DRAWING, COLORED 12-ASSORTED BRILLIANT COLOR SET.	0.91	BOX OF 12
5550	SKETCH BOOK WHITE DRAWING PAPER, MEDIUM WEIGHT, 8-1/2 X 11.	2.05	BOOK
5570	YARN, RUG: BLUE 60 YARDS PER SKEIN.	1	SKEIN
5575	YARN, RUG: BROWN 60 YARDS PER SKEIN.	0.69	SKEIN
5585	YARN, RUG: ORANGE 60 YARDS PER SKEIN.	0.87	SKEIN
5590	YARN, RUG: PINK 60 YARDS PER SKEIN.	0.69	SKEIN
5610	YARN, RUG: YELLOW 60 YARDS PER SKEIN.	0.43	SKEIN

5630	SCISSORS: BENT SHEARS,8-1/2" 8-1/2"	0.4	EACH/BENT
5685	FADELESS DUET ART PAPER	3.89	PKG
	COLORED ON BOTH SIDES, WITH		
	SIX (6) COLOR COMBINATIONS.		
	12"X18", 30 SHEETS PER PACKAGE.		
5700	FADE RESISTANT: WM BROWN	1.73	PKG-WM
	12"X18",WARM BROWN,		BROWN
	HEAVYWEIGHT, 100% VAT-DYED		
	SULPHITE, 80 LB.,		
	50 SHEETS PER PACKAGE.		
5725	FADE RESISTANT: SLATE GRAY	1.63	PKG-SLATE
	12"X18",SLATE GREY,		GR
	HEAVYWEIGHT, 100% VAT-DYED		
	SULPHITE, 80 LB.,		
	50 SHEETS PER PACKAGE.		
5755	FADE RESISTANT: TAN	1.68	PKG-TAN
	12"X18",TAN,		
	HEAVYWEIGHT, 100% VAT-DYED		
	SULPHITE, 80 LB.,		
	50 SHEETS PER PACKAGE.		
5900	BULLETIN BOARD TRIM: BLACK	0.99	ROLL-BLACK
	2-1/4"W X 50'L,		
	SCALLOPED CORRUGATED PAPER		
	ROLLS FOR BULLETIN BOARD.		
5905	BULLETIN BOARD TRIM: RICH BLU	0.99	ROLL-BLUE
	2-1/4"W X 50'L,		
	SCALLOPED CORRUGATED PAPER		
	ROLLS FOR BULLETIN BOARD.		
5910	BULLETIN BOARD TRIM: BROWN	0.99	ROLL-BROWN
	2-1/4"W X 50'L,		
	SCALLOPED CORRUGATED PAPER		
	ROLLS FOR BULLETIN BOARD.		
5915	BULLETIN BOARD TRIM: CANARY	0.99	ROLL-
3713	2-1/4"W X 50'L,	-	CANARY
	SCALLOPED CORRUGATED PAPER		
	ROLLS FOR BULLETIN BOARD.		

5920	BULLETIN BOARD TRIM: N.GREEN 2-1/4"W X 50'L, SCALLOPED CORRUGATED PAPER ROLLS FOR BULLETIN BOARD.	0.99	ROLL- N.GREEN
5925	BULLETIN BOARD TRIM: ORANGE 2-1/4"W X 50'L, SCALLOPED CORRUGATED PAPER ROLLS FOR BULLETIN BOARD.	0.99	ROLL- ORANGE
5930	BULLETIN BOARD TRIM: PINK 2-1/4"W X 50'L, SCALLOPED CORRUGATED PAPER ROLLS FOR BULLETIN BOARD.	0.99	ROLL-PINK
5935	BULLETIN BOARD TRIM: FL. RED 2-1/4"W X 50'L, SCALLOPED CORRUGATED PAPER ROLLS FOR BULLETIN BOARD.	0.99	ROLL-FL.RED
5940	BULLETIN BOARD TRIM: VIOLET 2-1/4"W X 50'L, SCALLOPED CORRUGATED PAPER ROLLS FOR BULLETIN BOARD.	0.99	ROLL-VIOLET
5945	BULLETIN BOARD TRIM: WHITE 2-1/4"W X 50'L, SCALLOPED CORRUGATED PAPER ROLLS FOR BULLETIN BOARD.	0.99	ROLL-WHITE
8006	Battery "D" EACH	0.57	EACH
8017	T PATCH CABLE-14' 14', CATEGORY 5 UTP (100 MBPS STANDARD) 8 PIN STRAIGHT THROUGH WITH RJ45 CONNECTIONS ON EACH END. (AMERICAN)	3.15	EA/15'
8018	T PATCH CABLE-25' 25', CATEGORY 5 UTP (100 MBPS STANDARD) 8 PIN STRAIGHT THROUGH WITH RJ45 CONNECTIONS ON EACH END. (AMERICAN)	2.69	EA/30'

Category Description Price Unit of Issu		
8045	LAMINATING FILM: 25 X 500 CLEAR 1" CORE, .0015 THICK.	19.41 BOX OF 2
8022	APPLE TALK CONNECTOR TELENET CONNECTOR, COMPATIBLE WITH PHONENET WITH BUILT-IN TERMINATION SWITCH. INCLUDES NETWORK CABLE.	8.25 EACH
8019	T PATCH CABLE-50' 50', CATEGORY 5 UTP (100 MBPS STANDARD) 8 PIN STRAIGHT THROUGH WITH RJ45 CONNECTIONS ON EACH END. (AMERICAN)	7.78 EA/50'

Questions or comments can be directed to Purchasing: 210-224-2781

Hygiene Supplies for LS Classrooms

Medical Wholesale, Inc ORDER FORM

PO#	SHIP TO:	Phone #	
ITEM DESCRIPTION	ITEM NUMBER	UNIT	Net Price After Discount QTY
409 Cleaner 32oz Each	LAG-CLO-35306	EACH	\$3.42
Alcohol Gel 12oz Purell w/Aloe	GOJ-9639-12	EACH	\$5.63
Bounce Dryer Sheet 160ct	LAG-PGC-80168	BOX	\$10.32
Clorox Wipes Lemon Scent	LAG-CLO-01594	EACH	\$3.33
Disinfectant Citrus II 22oz	BEA-633712927	EACH	\$5.04
Febreze RTU Spray 32oz	LAG-PGC-03259	EACH	\$7.18
Glove LG DermAssist	INN-115300	BOX	\$5.69
Glove LG PF	INN-151300	BOX	\$7.36
Glove MED DermAssist	INN-115200	BOX	\$5.69
Glove MED PF	INN-151200	BOX	\$7.36
Glove SM DermAssist	INN-115100	BOX	\$5.69
Glove SM PF	INN-151100	BOX	\$7.36
Glove Vinyl LG	INN-119300	BOX	\$3.94
Glove Vinyl MED	INN-119200	BOX	\$3.94
Glove Vinyl PF LG	INN-161300	BOX	\$5.65
Glove Vinyl PF MED	INN-161200	BOX	\$5.65
Glove Vinyl PF SM	INN-161100	BOX	\$5.65
Glove Vinyl SM	INN-119100	BOX	\$3.94
Kotex MaxiPad 24/Pk	KC-01003	PACK	\$3.96
Lotion Therapeutic 16oz	P-VJ00019	EACH	\$4.04
Lysol All Purpose Cleaner 32oz	LAG-REC75352	EACH	\$3.47
Lysol Disinfect Spray Linen	L-75802	EACH	\$4.94
Glade Odor Air Sanitizer 10oz	L-DRK-CB7715935	EACH	\$5.37
Palmolive Extra Antibac 25oz	LAG-CPC46112	EACH	\$4.28
Secret Deodorant 6oz Spray	37000-00144	EACH	\$4.66
SoftSoap Antibacterial 7.5oz	LAG-CPC26017	EACH	\$2.28
SoftSoap Antibacterial Gallon	LAG-CPC01901	EACH	\$14.77
Tide Ultra Liq 50oz	LAG-PGC-13878	EACH	\$12.30
Tissue Facial KLEENEX 125s	KC-21606	BOX	\$1.43
Toothbrush, Childs 27 Tuft	DO-TBJR	EACH	\$0.10
Underpad 23x36 150/cs	FQ-UP-150	150/CASE	\$29.93
Washcloth Baby Cuties Refill	FQ-CR-16413	78/PACK	\$2.38
Washcloth Baby Cuties 80/tub	FQ-CR-303	PACK	\$2.61
Washcloth Ben-e-Fit 8x12 48s	FQ-WW-701	EACH	\$2.82
Washcloth Dry 10x12 48/Pack	INN-80-601	EACH	\$2.14
Wipe Sani-Cloth Plus LG 160s	PDI-Q89072	EACH	\$6.41
Sani-Hands Kids Wipes	PDI-P32472	135/Tub	\$5.51
Tooth Saver Chest	TC-SL-TOOBO	144/PACK	\$15.20
Tooth Saver Necklace	TC-24-540	144/PACK	\$11.40

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