



This document establishes the administrative procedures to be followed by all parties involved to ensure adequate accountability and proper use of public funds.

PROGRAM DESCRIPTION

This program will also minimize the need to process teacher reimbursements and will create efficiencies in the administration, distribution and expending of Legislative Classroom Supply Funds as authorized by Utah Administrative Code R277-459. Funds will be allocated to each teacher through an Amazon Business account called a Teacher Wallet.

Allocation of Funds

- Funding will be provided to teachers annually through the account.
- Each teacher will receive \$250.00 for the 2023-2024 school year.
- Use of the allocated funds constitutes acknowledgment of these procedures.

Using the Card

Acceptable Use Guidelines – Each recipient is required to ensure that purchases made using these Legislative Supply Funds are for allowable teaching supplies and materials as defined by the Administrative Rule as follows:

"Teaching supplies and materials" means both consumable and non-consumable items that are used for educational purposes by teachers in classroom activities and may include such items as:

- (1) paper, pencils, workbooks, notebooks, supplementary books and resources;
- (2) laboratory supplies, e.g. photography materials, chemicals, paints, bulbs (both light and flower), thread, needles, bobbins, wood, glue, sandpaper, nails and automobile parts;
- (3) laminating supplies, chart paper, art supplies, and mounting or framing materials;
- (4) The definition of teaching supplies and materials should be broadly construed in so far as the materials are used by the teacher for instructional purposes or to protect the health of teachers in instructional or lab settings[...].

Unacceptable Use Guidelines – Legislative Supply Funds may not be used for any purchase that does not meet the spirit of the Rule, would be considered an inappropriate use of public funds by a reasonable person, or for which the District does not receive direct benefit. Specific examples would include but not be limited to:

- Personal items or services for self or family such as:
 - phone/internet/fax service
 - meals, food, and beverages
 - alcohol and other controlled substances
 - entertainment
- Gifts (including gift cards)
- Furniture for teacher use



- Classroom equipment that does not have an instructional purpose (i.e. diffusers, fans, space heaters, etc.)
- Student incentives or reinforcements that violate the District Wellness Policy and Smart Snack guidelines (Article X.A.12).

Misuse of Legislative Supply Funds, or any public funds, will result in:

- The recipient reimbursing the district for the misused funds.
- The recipient's remaining balance of Legislative Supply Funds may be forfeited.
- The fiscal administrator considering corrective discipline up to and including termination.

Property Ownership – The funds and supplies purchased with the funds are the property of the LEA. Employees do not personally own materials purchased with designated public funds.

Sales Tax – The Amazon Business account is setup to receive tax exemption, however attention should be given during the checkout process to ensure that the tax is not charged.

Accidental Purchases – In the event of an accidental purchase the teacher needs to return the product for credit and purchase alternatively.

Monitoring Teacher Wallet Balances – Each teacher is responsible to monitor the balance left in their Teacher Wallet.

End of School Year Deadline

Legislative Supply Funds will be available to be spent up until the final school day of each school year.

Customer Support

Amazon Business Customer Service – 888.281.3847 or <https://www.amazon.com/help>

Granite School District – Purchasing Department – 385-646-4518

Granite School District – Budget Department – 385-646-4554