

SECTION 4. SCHOOL ALLOTMENTS

PRINCIPAL'S TRAVEL REIMBURSEMENTS (PRC 005)

Principal's Travel funds are to be used for travel by elementary school principals, middle school principals, middle school assistant principals, high school principals, and high school assistant principals. Send requests for reimbursement to Donna Bryant. The following codes are to be used:

2.5401.005.332.XXX	Travel – Principals
2.5402.005.332.XXX	Travel – Assistant Principals

Note: Travel reimbursement requests to central office no later than May 31 (project June travel).

STATE INSTRUCTIONAL ALLOTMENT (PRC 061)

State Instructional Allotment is to be used for supplies, materials, software, and equipment designated for classroom use. These funds **can** be used to purchase equipment and computer hardware for **classroom use**. **These funds may not be used for office equipment, maintenance agreements, Fund Master supplies, or general office items.** Send the completed purchase orders to Donna Bryant. Following are *examples of codes:

1.5110.061.411.XXX	Instructional Supplies & Materials
1.5110.061.418.XXX	Computer Software & Supplies
1.5110.061.461.XXX	Non-Capitalized Equipment <\$1000
1.5110.061.462.XXX	Non-Capitalized Computer Equipment <\$1000
1.5110.061.541.XXX	Capitalized Equipment >\$1000
1.5110.061.542.XXX	Capitalized Computer Equipment >\$1000

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Donna Bryant.**

COUNTY INSTRUCTIONAL ALLOTMENT (PRC 061)

County Instructional Allotment is to be used to purchase items for instructional purposes. These funds can be used to purchase equipment and computer hardware designated for classroom use. Send completed purchase orders to Donna Bryant. Following are ***examples** of codes:

2.5110.061.411.XXX.000.61	County Instructional Supplies & Materials
2.5110.061.418.XXX.000.61	Computer Software & Supplies
2.5110.061.461.XXX.000.61	Non-Capitalized Equipment <\$1000
2.5110.061.462.XXX.000.61	Non-Capitalized Computer Equipment <\$1000
2.5110.061.541.XXX.000.61	Capitalized Equipment >\$1000
2.5110.061.542.XXX.000.61	Capitalized Computer Equipment >\$1000

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Donna Bryant.**

COUNTY EDUCATIONAL MEDIA ALLOTMENT (PRC 842)

County Media Allotment is to be used to purchase items for media purposes. Send completed purchase orders to Sonia Dickerson. Following are ***examples** of codes:

2.5810.842.411.XXX.842.00	Supplies & Materials
2.5810.842.414.XXX.842.00	Library Books
2.5810.842.418.XXX.842.00	Computer Software & Supplies
2.5810.842.461.XXX.842.00	Non-Capitalized Equipment <\$1000
2.5810.842.462.XXX.842.00	Non-Capitalized Computer Equipment <\$1000
2.5810.842.541.XXX.842.00	Capitalized Equipment >\$1000
2.5810.842.542.XXX.842.00	Capitalized Computer Equipment >\$1000

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Sonia Dickerson.**

COUNTY PRINCIPAL SUPPLIES ALLOTMENT (PRC 061)

County Principal Supplies Allotment is to be used for general office purchases. Send completed purchase orders to Donna Bryant. Following are ***examples** of codes:

2.5400.061.411.XXX.000.61	Supplies & Materials
2.5400.061.418.XXX.000.61	Computer Software & Supplies
2.5400.061.461.XXX.000.61	Non-Capitalized Equipment <\$1000
2.5400.061.462.XXX.000.61	Non-Capitalized Computer Equipment <\$1000
2.5400.061.541.XXX.000.61	Capitalized Equipment >\$1000
2.5400.061.542.XXX.000.61	Capitalized Computer Equipment >\$1000

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Wanda Mitchell.**

COUNTY TECHNOLOGY (PRC 015)

The Technology Allotment is to be used for the purchase of items needed in the technology area. Send completed purchase orders to Jill Reinhardt. Following are ***examples** of codes:

2.5860.015.411.XXX.015.00	Supplies & Materials
2.5860.015.418.XXX.015.00	Computer Software & Supplies
2.5860.015.461.XXX.015.00	Non-Capitalized Equipment <\$1000
2.5860.015.462.XXX.015.00	Non-Capitalized Computer Equipment <\$1000
2.5860.015.541.XXX.015.00	Capitalized Equipment >\$1000
2.5860.015.542.XXX.015.00	Capitalized Computer Equipment >\$1000

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Jill Reinhardt.**

STATE LOW WEALTH ALLOTMENT (PRC 031)

State Low Wealth Allotment is to be used for instructional supplies, materials, copier costs, software, equipment, etc., designated for classroom use. Low Wealth funds can be used to purchase equipment and computer hardware for classroom use. These funds can also be used for instructional personnel, staff development, tutoring, and for any expenses needed for instructional purposes. Send completed purchase orders (when applicable) to Donna Bryant.

Following are ***examples** of codes:

- 1.5110.031.411.XXX.031 Instructional Supplies & Materials
- 1.5110.031.418.XXX.031 Computer Software & Supplies
- 1.5110.031.315.XXX.031 Copier Costs (Ex: Cost Per Copy Billings)
- 1.5110.031.461.XXX.031 Non-Capitalized Equipment <\$1000
- 1.5110.031.462.XXX.031 Non-Capitalized Computer Equipment <\$1000
- 1.5110.031.541.XXX.031 Capitalized Equipment >\$1000
- 1.5110.031.542.XXX.031 Capitalized Computer Equipment >\$1000

(Purpose/function for staff development is coded to the area served by the training.)

- 1.XXXX.031.312.XXX.031 Workshop Expenses (supplies, travel, consultants)
- 1.XXXX.031.196.XXX.031 Salary-Workshop Participant (stipends) (PO n/a)
- 1.XXXX.031.197.XXX.031 Salary-Workshop Instructor (SCS employee as
instructor) (PO n/a)
- 1.XXXX.031.163.XXX.031 Substitute Pay (PO n/a)
- 1.5110.031.143.XXX.031 Salary-Tutor (PO n/a)

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Wanda Mitchell.**

These funds are to be used for supplies, materials, workshop expenses, etc., for the Career & Technical Education program. Send completed purchase orders (when applicable) directly to Jill Reinhart. Following are ***examples** of codes:

- 1.5120.014.411.XXX Instructional Supplies & Materials
- 1.5120.014.312.XXX Workshop Expenses (supplies, travel, consultants)
- 1.5120.014.163.XXX Substitute Pay (PO n/a)
- 1.5120.014.196.XXX Salary-Workshop Participant (stipends) (PO n/a)
- 1.5120.014.197.XXX Salary-Workshop Instructor (SCS employee as instructor) (PO n/a)
- 1.5120.014.333.XXX CTE-Field Trips

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are calls about other codes and/or uses call Jill Reinhardt.**

STATE ACADEMICALLY & INTELLECTUALLY GIFTED (AIG) (PRC 034)

State AIG funds are to be used for supplies, materials, staff development, etc. for the AIG program. Send completed purchase orders (if applicable) and/or requests for reimbursement directly to DeAnne Danley for approval. Following are ***examples** of codes:

- 1.5260.034.411.XXX.034 Instructional Supplies & Materials
- 1.5260.034.312.XXX.034 Workshop Expenses (supplies, travel, consultants)
- 1.5260.034.163.XXX.034 Substitute Pay (PO n/a)
- 1.5260.034.196.XXX.034 Salary-Workshop Participant (stipends) (PO n/a)
- 1.5260.034.197.XXX.034 Salary-Workshop Instructor (SCS employee as instructor) (PO n/a)

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Jennifer Scott.**

STATE AT-RISK/REMEDATION CONSOLIDATED ALLOTMENT (PRC 069)

At-risk/Remediation consolidated funds are to be used to provide special alternative instruction,

supplies, materials, transportation, software, equipment, etc. for at-risk students. These funds can also be used for instructional personnel, staff development, and tutoring. Send completed purchase orders (if applicable) and/or requests for reimbursement to Jill Reinhardt. Following are ***examples** of codes:

- 1.5330.069.411.XXX.069 Instructional Supplies & Materials
- 1.5330.069.418.XXX.069 Computer Software & Supplies
- 1.5330.069.461.XXX.069 Non-Capitalized Equipment <\$1000
- 1.5330.069.462.XXX.069 Non-Capitalized Computer Equipment <\$1000
- 1.5330.069.541.XXX.069 Capitalized Equipment >\$1000
- 1.5330.069.542.XXX.069 Capitalized Computer Equipment >\$1000
- 1.5330.069.311.XXX.069 Contracted Services
- 1.5330.069.312.XXX.069 Workshop Expenses (supplies, travel, consultants)
- 1.5330.069.196.XXX.069 Salary-Workshop Participant (stipends) (PO n/a)
- 1.5330.069.197.XXX.069 Salary-Workshop Instructor (SCS employee as instructor) (PO n/a)
- 1.5330.069.163.XXX.069 Substitute Pay (PO n/a)
- 1.5330.069.143.XXX.069 Salary-Tutor (PO n/a)

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31.

At-risk/Remediation funds have a carryover provision to August 31 for funds not spent in the current school year. Those invoices are due to accounts payable for payment no later than August 10. Funds remaining after August 10 will be spent by the director in order to prevent reversion of funds.

***If there are questions about other codes and/or uses call Donna Bryant or Jill Reinhardt.**

FEDERAL TITLE I (PRC 050)

Federal Title I funds are to be used for instructional personnel, supplies, materials, equipment,

staff development, and any other expenses needed for instructional purposes as relates to the Federal guidelines of the use of Title I funds.

***Call LuAnne Llewellyn (386-8211) for codes, uses, etc.**

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

FEDERAL TITLE VI-B (PRC 060)

Title VI-B funds are to be used as relates to the Federal guidelines for this program. Send completed purchase orders (if applicable) and/or requests for reimbursement directly to Emily Summey. Following are ***examples** of codes:

- 3.5210.060.411.XXX.060 Instructional Supplies & Materials
- 3.5210.060.312.XXX.060 Workshop Expenses (supplies, travel, consultants)
- 3.5210.060.163.XXX.060 Substitute Pay (PO n/a)
- 3.5210.060.196.XXX.060 Salary-Workshop Participant (stipends) (PO n/a)
- 3.5210.060.197.XXX.060 Salary-Workshop Instructor (SCS employee as instructor)
(PO n/a)

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Emily Summey.**

BAND EQUIPMENT ALLOTMENT (Middle Schools & High Schools)

These funds are to be used to purchase band equipment. Send completed purchase orders to Donna Bryant. Following are ***examples** of codes:

- 4.5110.936.461.XXX.002 Non-Capitalized Equipment <\$1000
- 4.5110.936.541.XXX.002 Capitalized Equipment >\$1000

CHORUS ALLOTMENT (Middle Schools & High Schools)

These funds are to be used to purchase chorus supplies, materials, and equipment. Send completed purchase orders to Donna Bryant. Following are examples of codes:

- 2.5110.061.411.XXX.001.61 Supplies and Materials
- 2.5110.061.461.XXX.001.61 Non-Capitalized Equipment <\$1000
- 2.5110.061.541.XXX.001.61 Capitalized Equipment >\$1000

Note: Funds encumbered no later than February 15. Invoices to central office no later than May 31. No carryover provision.

***If there are questions about other codes and/or uses call Wanda Mitchell.**

DEADLINES FOR SPENDING SCHOOL ALLOTMENTS

**State & County Instructional,
County Media, County Technology,
Principal Supplies Allotments
(PRC 061, 842, 015)** **Encumbered no later than February 15
Invoices to central office no later than May 31-
NO CARRYOVER**

**State Low Wealth
Allotment
(PRC 031)** **Encumbered no later than February 15
Invoices to central office no later than May 31-
NO CARRYOVER**

**Career & Technical
Education (PRC 014)
NO CARRYOVER** **Encumbered no later than February 15
Invoices to central office no later than May 31-**

**State Staff Development
(PRC 028)** **Encumbered no later than February 15
Invoices to central office no later than May 31-
CARRYOVER PROVISION TO DEC. 31 - INVOICES DUE TO ACCOUNTS PAYABLE
NO LATER THAN DEC. 10 OR FUNDS WILL BE SPENT BY THE DIRECTOR TO
PREVENT REVERSION**

State AIG (PRC 034) **Encumbered no later than February 15
Invoices to central office no later than May 31- NO CARRYOVER**

**State At-risk/Remediation
Allotment
(PRC 069)** **Encumbered no later than February 15
Invoices to central office no later than May 31-
CARRYOVER PROVISION TO AUGUST 31 –
INVOICES DUE TO ACCOUNTS PAYABLE NO LATER THAN AUGUST 10 OR
FUNDS WILL BE SPENT BY THE DIRECTOR TO PREVENT REVERSION**

Federal Title I (PRC 050) **Encumbered no later than February 15
Invoices to central office no later than May 31- NO CARRYOVER**

**Federal Title VI –
Library Books (PRC 059)
NO CARRYOVER** **Encumbered no later than February 15
Invoices to central office no later than May 31-**

Federal Title VI-B (PRC 060) **Encumbered no later than February 15
Invoices to central office no later than May 31- NO CARRYOVER**

**Band Equipment Allotment
and Chorus Allotment
NO CARRYOVER** **Encumbered no later than February 15
Invoices to central office no later than May 31-**

***ALL INVOICES MUST BE RECEIVED NO LATER THAN MAY 31 FOR ALL FUNDS.**