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**From:** Staton, Jennifer A  
**Sent:** Monday, August 20, 2018 12:15 PM  
**To:** 'fran bisi'  
**Cc:** Foster, James H  
**Subject:** FOIA Request- Transparency Reports

Ms. Bisi,

In response to your 8/6/18 request for information, a response is provided below.

6/26/2016 TXN00223008 **Sq. Moving** (no explanation) Pritchardville El **\$450 – Moving service to augment the move of classroom materials – student activity funds**

5/30/2018 TXN00221034 **Grant's Sweet Tooth** (Grant's Sweet Tooth Purchase) not a valid explanation **\$255 – Lady's Island Middle School -desserts for 8<sup>th</sup> grade graduation – student activity funds**

6/6/2018 TXN00221538 **Sq. The Kitchen At** (no explanation) **\$795 – Lady's Island Middle School-Food for end of year celebration – Student Activities**

6/1/2018 **Fablana Barrero Castedo** check no. 219623 (no explanation) **\$500 – Senior Scholarship Payment-District Grant Funds**

In response to the descriptions, the expanded level of detail we are providing above and beyond our standard descriptions require manual entry. We have communicated with staff on the need for improvement of descriptions in our Transparency Report and have expanded the monitoring of the report to identify missing or inadequate descriptions.

All schools have at least two funding sources, the General Fund and Student Activities. Those with Title One or other grant funds have more. School purchases are accounted for and budgeted separately by funding source. Account numbers are assigned to each transaction and are tracked in our financial software. The District has made an effort to minimize the number of credit cards assigned among District staff, limiting to the current number to 46 cards. Assigning a separate credit card would almost double the number of credit cards issued to District staff and is not a recommendation I would support.

Jennifer Staton, MS, CSP  
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