

MISD Purchasing Do's and Dont's

	<u>General Fund (199)</u>	<u>Federal (2XX)</u>	<u>Campus Activity (461)</u>	<u>Student Activity (865)</u>
Baby Shower	Not Allowed	Not Allowed	Must be spent out of Faculty Activity	Not Allowed
Back to School/End of Year Celebration On Site - Faculty 1 in the Fall and 1 in Spring	Must be spent out of Admin Awards	Not Allowed	Must be spent out of Faculty Activity account	Not Allowed
Birthday Celebration	Must be spent out of Admin Awards	Not Allowed	Must be spent out of Faculty Activity	Not Allowed
Boss's Day	Must be spent out of Admin Awards not to exceed \$25	Not Allowed	Must be spent out of Faculty Activity account not to exceed \$25	Not Allowed
Faculty/Staff Incentive or Teacher Appreciation	Incentives must be instructional / job related and less than \$25	Not Allowed	Must be spent out of Faculty Activity account	Not Allowed
Christmas Celebration on-site - 1 allowed	Must be spent out of Admin Awards	Not Allowed	Must be spent out of Faculty Activity account	Not Allowed
Donations for Charities	Not Allowed	Not Allowed	Not Allowed	Fund 865 Student Clubs may donate funds to charities and other organizations.
Field Trips - Students	Appropriate educational field trips.	Depends on the Grant Program. Approval needed from Grant Administrator	Appropriate educational field trips.	Appropriate educational field trips.

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Field Trips - Faculty (Recreational)	Must be spent out of Admin Awards	Not Allowed	Must be spent out of Faculty Activity	Not Allowed
Field Trips - Faculty (Staff Development)	Must be spent out of Admin Awards	Depends on the Grant Program. Approval needed from Grant Administrator	Must be spent out of Faculty Activity account	Not Allowed
Food - Staff Onsite (Snacks & Treats)	Allowed if done occasionally, and must be out of admin awards	Not Allowed	Must be spent out of Faculty Activity account	Not Allowed
Food - Staff Onsite (Working Lunches and Faculty Meetings)	Allowed if done occasionally, and must be out of admin awards	Depends on the Grant Program. Approval needed from Grant Administrator	Must be spent out of Faculty Activity account	Not Allowed
Food - Student Onsite	Funds may be used for student food incentives on campus.	Depends on the Grant Program. Approval needed from Grant Administrator	Funds may be used for student food incentives on campus.	Funds may be used for student food incentives on campus.
Food - Staff Offsite	Written or Email Approval Required, and must be out of admin awards	Depends on the Grant Program. Approval needed from Grant Administrator	Must be spent out of Faculty Activity account	Not Allowed (Unless Overnight Travel with Students)
Food - Student Offsite	Funds may be used for student food incentives	Depends on the Grant Program. Approval needed from Grant Administrator	Funds may be used for student food incentives	Funds may be used for student food incentives

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Gift Card Purchases	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Gifts - Faculty	Must be spent out of Admin Awards	Not Allowed	Must be spent out of Faculty Activity	Not Allowed
Events such as: Teacher Appreciation Week, Counselor Appreciation, Paraprofessional Day	Incentives must be instructional / job related and less than \$25 per person Occasional food snacks allowed	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Plants/Flowers for Faculty Death/Illness Per Incident	Funds may be used for recognition of death or illness and should not exceed \$100.	Not Allowed	Must be spent out of Faculty Activity account or Admin Awards	Funds may be used for recognition of death or illness and should not exceed \$100.
Retirement Purchases / Service Awards	No more than once every five years. The value or cost of the award should not exceed \$200.	Not Allowed	Must be spent out of Faculty Activity account or Admin Awards	Not Allowed
Staff Memberships	Allowed	Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Teacher of the Month/Year Award	No more than twice a year. The value or cost of the award should not exceed \$100.	Not Allowed	Must be spent out of Faculty Activity account	Not Allowed

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Gifts - Student	Not Allowed	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Funds may be used for gifts being distributed to entire student group and should not exceed \$25 per student.
Wedding Shower	Not Allowed	Not Allowed	Must be spent out of Faculty Activity	Not Allowed
Signing Contracts	Submit all contracts to the Business Office or Purchasing Supervisor for review and authorization to sign.	Submit all contracts to the Business Office or Purchasing Supervisor for review and authorization to sign.	Submit all contracts to the Business Office or Purchasing Supervisor for review and authorization to sign.	Submit all contracts to the Business Office or Purchasing Supervisor for review and authorization to sign.