

College Station Independent School District

Allowable Expenditures Quick Reference Guide

2024-2025

Yes = Allowed

No = Not allowed

Description		Fund 199Y General Operating	Fund 461Y Campus Activity ^[1]	Fund 865Y Student Activity ^[2]
Student Awards/Incentives				
1	To all members of a student classroom, grade level, or student activity club	Yes	Yes	Yes
	Cash to students	No	No	No
	Gift certificates or cards to students	No	No	No
	To a student based upon merit or special achievement, within UIL Guidelines	Yes	Yes	Yes
	Qualified scholarships for use as payment of tuition, fees, books, supplies and equipment at an accredited educational institution (must be paid to the institution)	No	No	Yes
Gifts				
2	To individual employees and family: including but not limited to cash, gift cards, meals, birthdays, bridal and baby showers etc.	No	No	No
	To an employee for retirement – Up to \$100	No	Yes	No
	Recognition of staff birthdays (cakes, cookies, etc.) – Once per month during faculty meetings only (agendas must be provided)	No	Yes	No
	To recognize volunteers or donors for extraordinary gifts of time or money (Honorariums), a recognition in lieu of payment – Up to \$30	Yes	Yes	Yes
Employee Morale				
3	Bereavement flowers/plants	No	No	No
	Campus-wide celebrations for morale building purposes (Limited to 2 per year) – Up to \$20	No	Yes	No
	Department-wide celebrations for morale building purposes (Limited to 1 per year) – Up to \$20	Yes	No	No
Employee Awards				
4	District-level awards (District only)	Yes	No	No
	Campus/department-level awards – Limit of \$50 value (no cash or gift cards)	Yes	Yes	No
	Employee of the year awards – Limit of \$50 value (no cash or gift cards)	Yes	Yes	No
Staff Development				
5	Staff development costs (workshop fees, registration, travel and expenses, etc.)	Yes	Yes	Yes
	Food for district-wide staff development days (agendas must be provided)	Yes	Yes	No
Meetings and Meals				
6	Employee guest/spouse meal paid for at campus-wide celebrations	No	Yes (honoree only)	No
	Refreshments for staff placed in the lounge for all employees on a regular workday – Up to \$10 per staff member per year	No	Yes	No
	Business-related lunch meetings with staff (agendas must be provided) – Up to \$15	Yes	Yes	No
	Retirement receptions – refreshments only (one per year for all employees)	No	Yes	No
	Snacks during tutoring for state-required examinations, before and during the examination itself	Yes	Yes	No
	Snacks/meal as a morale booster or to reward exemplary behavior of an entire class or grade level	No	Yes	Yes

Description		Fund 199Y General Operating	Fund 461Y Campus Activity ^[1]	Fund 865Y Student Activity ^[2]
Clothing/Spirit Wear/Personal Items (excludes required staff uniforms)				
7	One item of campus spirit t-shirt per employee per year – Limit \$30	No	Yes	No
	Departments and administrative staff recommended every other year with the exception of new employees (polos, monogrammed items...) – Limit \$100 per person	Yes	No	No
	Campus staff recommended every other year with the exception of new employees (polos, monogrammed items...) – Limit \$30	No	Yes	No
	Outerwear for coaches whose duties require them to attend outdoor after school events	Yes	Yes	No
	For resale to staff or students, not associated with a student activity club fundraiser	No	Yes ^[3]	No
	For resale as a fundraiser	No	Yes ^[3]	Yes ^[3]
	Provided to entire student organization and sponsor as a condition of club membership	No	Yes	Yes ^[4]
	Provided to entire faculty in support of a campus-wide activity or event such as a field day	No	Yes	No
Staff Memberships in Professional Organizations				
8	Statewide/nationwide organizations related to education or staff job	Yes	Yes	No
	Individual memberships in local civic organizations such as Chamber of Commerce	No	No	No
	District level membership in a local civic organization	Yes	No	No
	PTO membership	No	No	No
Donations (All must be tied to a strategic goal of civic and community responsibility)				
9	To PTO/Booster/Foundation/Other Campus or other charitable organizations associated with the District (tied to the strategic goal of civic and community responsibility)	No	Yes	Yes ^[5]
	To other qualified charitable organizations	No	Yes	Yes
Other				
10	Instructional supplies, equipment, and activities	Yes	Yes	Yes
	Approved District travel ^[6]	Yes	Yes	Yes
	Loans to employees	No	No	No
	Door Prizes	No	No	No
	Purchases of alcoholic beverages, controlled substances, or firearms	No	No	No
	Political contributions or donations	No	No	No

[1] Campus Activity Fund Use must have an educational purpose.

[2] Student Activity Funds are comprised of monies raised by and on behalf of bona-fide student organizations. They must be expended under the provisions of the student organization's constitution and/or approved by the student organization.

[3] Sales tax must be collected on resold items.

[4] The student organization may require the payment of dues as a condition of membership in the club. Dues may include recouping the cost of clothing items provided to club members.

[5] Only if the club raises funds specifically for donation to a certain organization.

[6] Note:

a. Travel for students must be for attending a bona-fide workshop, conference, or competition

b. Travel for faculty limited to assigned club sponsor or advisor

c. Travel for faculty not associated to the club, upon approval of the club in accordance with the student organization's by-laws