

MISD Purchasing Account Spending Guidelines

	General Fund (199)	Campus Activity (461)	Student Activity (865)	Faculty Activity (865)
General School Expenses (for the good of the campus)	Allowed	Allowed	Not Allowed	Not Allowed
Baby Shower/Wedding Shower/Staff Birthday Celebration	Not Allowed	Not Allowed	Allowed for student birthday	Allowed
Back to School/End of Year Celebration On Site - Faculty 1 in the Fall and 1 in Spring	Allowed	Allowed	Not Allowed	Allowed
Faculty/Staff Incentive or Teacher Appreciation	Allowed	Allowed	Allowed if voted on	Allowed
Donations/Scholarships	Not Allowed	Not Allowed	Allowed	Allowed
Field Trips - Students	Allowed	Allowed	Allowed	Not Allowed
Field Trips - Faculty (Staff Development)	Allowed	Allowed	Not Allowed	Not Allowed
Food - meals, snacks, and treats	Allowed	Allowed	Allowed (follow Child Nutrition guidelines)	Allowed

MISD Purchasing Account Spending Guidelines

	General Fund (199)	Campus Activity (461)	Student Activity (865)	Faculty Activity (865)
Gift Card Purchases	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Plants/Flowers for Faculty Death/Illness Per Incident	Funds may be used for recognition of death or illness for immediate family	Funds may be used for recognition of death or illness for immediate family	Allowed	Allowed
Retirement Purchases / Service Awards	Allowed	Not Allowed	Allowed	Not Allowed
Staff Memberships	Allowed	Not allowed. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed	Not Allowed