

Galena Park ISD Spending Guidelines

**The following questions must be answered before using District Funds in general:**

- Does it serve a public purpose?
- Is it planned, budgeted and approved?
- Is it reasonable in cost, does it meet District purchasing guidelines and is it prudent?
- Can it withstand public scrutiny?

Staff Incentive Types	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds Faculty Funds (890)
Attendance Incentives	Value not to exceed \$50 (sub object 6499 funds only). Incentives must serve as an instructional/job related purpose. May purchase snacks and meals (not to exceed Per Diem-- Breakfast \$10, Lunch \$15, Dinner \$21)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Award Recognition	EXAMPLES: Rookie/Teacher/Para of the Year (sub object 6499) funds only (Nominated Awards) (Plaques & Flowers value not to exceed \$50)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Donations for Charities and other Organizations	Food baskets, gift baskets, turkeys, etc.	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable	Allowable
Door Prizes	Educational purpose or job related items value not to exceed \$15 or donated items from local vendors	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Food considered as a snack during testing and teacher appreciation	Snacks are to be used for staff development or during meetings(function 13/23 object 6499)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Food considered to be a meal	On-site meeting only within per diem limits-Breakfast \$10, Lunch \$15, Dinner \$21; agenda and sign-in sheets required (function 13/23 object 6499)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Gifts Cards	Prohibited	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable

Staff Incentive Types	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds Faculty Funds (890)
Gifts, or items that appear to be gifts	Birthdays, showers, funerals, retirements, or other holiday gifts, flowers, candy, or gift cards for personal services	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable
Holiday Decorations *Purchases exceeding \$250 will need to be justified in writing prior to purchase	Campuses Front Offices Public Walk-In Common Areas	Not Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Holiday Gifts	Seasonal	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable
Retirement Awards	Plaques service pins, or other non-cash award	Allowable (Communications Budget Only)	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable
Retirement Food	Meals/snacks for employee retirement using 461 or 890 (sub object 00FF) funds only.	Not Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Staff Appreciation	Staff appreciation must be coded to object 6498 and limited to \$50.00 per employee annually.	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable

Student Incentive Types	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds
Attendance Awards & AP Student Exams	To all members of a student classroom or grade level, based on attendance or behavior criteria established in campus improvement plan *Limit High Dollar items used for drawings	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
	To a student based upon merit or special achievement, within UIL guidelines (Such as letter jackets, medals, ribbons, \$50 gift card for AP students)	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
	Cash to students	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable
Gifts Cards for participation or recognition	Cards with a pre-set dollar limit to be spent at the recipients' discretion - not to exceed a \$15 value	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Tutorials	Snacks during tutoring for State required exams, before and during the exam itself, and during other instructional tutoring outside the normal school hours	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Schoolwide Events	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds
Coffee with the Administrators	Light refreshments (Examples: such as pastries, coffee, finger sandwiches and other light snacks)	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Donuts with Dads							
Muffins with Mom							
Open House/Parent Night or Other Parent/Student Events							
Gifts to School Boards, Volunteers or Donors	Awards such as plaques, shirts, or certificates in recognition of performance or services to the campus or District (Limited to a maximum value of \$50 or less per occasion, per person)	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable

SPECIAL NOTE: Caution should be taken in providing incentives to students that would violate the following rules;

(1) UIL Guidelines at: <http://www.uil-texas.org/policy/tea-uil-side-by-side>

(2) Federal and State regulations that establish nutrition standards for food served or sold during the school day. See "Smart Snacks" guidelines at: <http://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks>

(3) FFA TASB Policy Guidelines at GPISD, Policies and Procedures.