

Teacher Card Tutorial: FY2027

Welcome, educators! This tutorial guides you through using your teacher cards for classroom supplies.

Discover what you can buy, how to track spending, and key guidelines to ensure smooth transactions.



by Toni Collier

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Card Allocation: FY2027 Funding

$1000

Total Per Card

Funding for this fiscal year

Each teacher card will be loaded with $1000 for classroom supplies on October 1, 2026.

Plan your purchases to maximize impact on student learning.



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Permitted Purchases

Classroom Essentials

- Pencils, Pens, Markers
- Crayons, Paper
- Notebooks

Technology & Learning Aids

- Printers, Computers
- Educational Games
- Sensory Items
- Books

Instructional Use

Any item for direct student instruction

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The Instruction Test

?

Can I Instruct?

Evaluate item's direct instructional value by asking, " can I use this in a lesson plan for my student/students?"

✓

Answer - Yes

Proceed with purchase

⃠

Answer - No

Do not place order

Always ask: "How will this item be used for student instruction?"

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Questionable Items Protocol

Signed Lesson Plan is Required

If item's instructional use is unclear

Submit with Receipt

To Central Office

Clarify Purpose

For items that aren't clearly instructional, a specific lesson plan, using the item, is required along with your receipt.



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Prohibited Purchases

Personal & Non-Instructional

- Personal items
- Cleaning supplies
- Vacuum cleaners
- Heaters, Blankets
- Coffee makers

Furniture & Decor

- Furniture
- Food items
- T-shirts (clothing)
- Decorative rugs (Instructional rugs OK)

Avoid purchases that cannot be justified as directly instructional.

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Repayment for Non Instructional Purchases

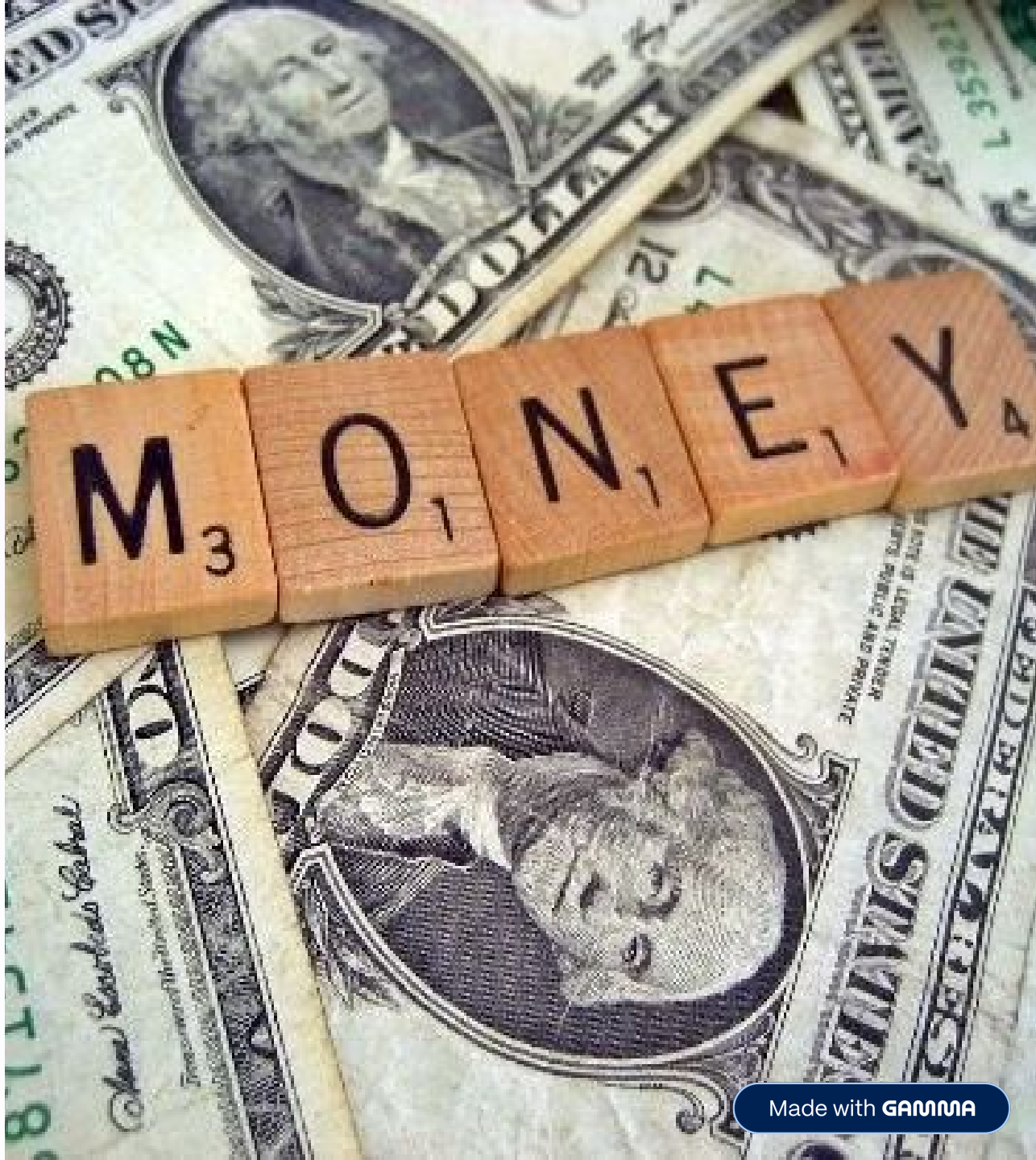
Non-Instructional Items

Repay via cash or personal check

Tax Payments

Reimburse any taxes incurred

Prompt repayment is required for unapproved items or sales tax.



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Lost or Stolen Cards

Email Toni Collier

tcollier@wcsclass.com

New Card Ordered

Replacement process is simple

Report any lost or stolen cards immediately to Toni Collier for a prompt replacement.

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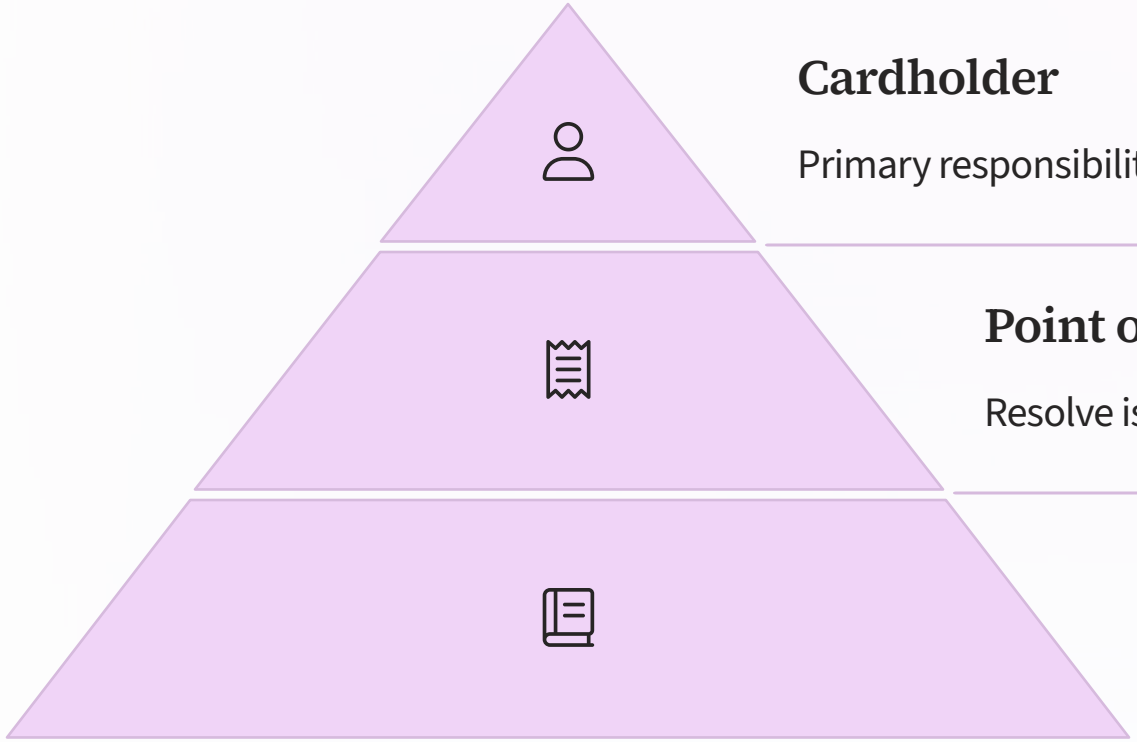
Purchase Issue Responsibility



Cardholder

Primary responsibility for issues

Point of Purchase

Resolve issues immediately

Bookkeeper

Not responsible for purchase issues

Address any purchase problems directly with the vendor at the time of transaction, not the bookkeeper.

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Receipt Submission Deadline

1

Purchase Made

Any day of the week

2

Following Monday

Receipt due date

3

Submit to Bookkeeper

Signed receipt required

Receipts are due to the bookkeeper the Monday following your purchase.

Please remember: The funds received in FY2027 are to be used for your students during the same year.



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