All teachers will be responsible for ordering their own classroom materials, INCLUDING PRINTER INK. Please follow these procedures:

Each class will have a budget of \$20 per student for classroom materials, including pre-approved food experience supplies.

o Example: If you have 24 students in your class your budget is \$480.

Each class also has \$50 for use in the lab. Please fill out the Lab Use Form completely including

Please purchase materials from Office Depot, Lakeshore or Discount School Supply whenever possible. Using other vendors will cause a delay in receiving your order.

o Use petty cash for food experience supplies. These purchases MUST be preapproved by your coordinator and must be reflected in your lesson plan.

To order materials, complete the department order form. (sample attached)

- o Please fill out the form completely and carefully.
- o Any incorrect or incomplete orders will be returned to you for correction.
- o Send the white copy of the order to your resource teacher.
- o Keep the yellow copy for your records.

When you receive your order, please check it against the original order for accuracy.

- o If the order is complete,
 Jennifer Park at Box 715.
- o If the order is incomplete or damaged, please notify Jennifer Park immediately so that she may help you correct the problem.

Keep copies of the orders you have sent in and the money you have spent.

o If you do not receive an order within a reasonable time, send Jennifer Park an email so that she can track the order.

To order ink for your classroom printer,