



## CLASSROOM MATERIALS

**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.
  - 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 “X” CHILD DEVELOPMENT (sample attached).
- Please purchase materials from Office Depot, Lakeshore or Discount School Supply whenever possible. Using other vendors will cause a delay in receiving your order.
  - 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)
  - Please fill out the form completely and carefully.
  - Any incorrect or incomplete orders will be returned to you for correction.
  - Send the white copy of the order to your resource teacher.
  - Keep the yellow copy for your records.
- When you receive your order, please check it against the original order for accuracy.
  - If the order is complete, sign the packing slip “received” and mail to Jennifer Park at Box 715.
  - 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.
  - 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, be sure to include the **CORRECT** brand and item number of the ink cartridge or toner cartridge for your printer ( IE: HP35A) Complete an order form and send it to your resource teacher. This will not be deducted from your “per-child” budget.