

What Could a Teacher Buy with Teacher Classroom Supply Assistance Funds?

Per Florida Statute 1012.71(2), these funds are to be used to purchase “Classroom materials and supplies for the public-school students assigned to them and may not be used to purchase equipment.”

- *Items purchased must be a consumable classroom supply – NOT equipment or furniture.*
- *Items purchased must be instructional in nature and benefit the STUDENTS.*
- *Generally, if the item is over \$50/each, it's likely NOT allowed.*
- *Feel free to ask ahead of time if in doubt about whether an item is an allowable purchase.*

Allowable Items:

- Pencils, pens, crayons, markers, highlighters, dry erase markers, Paper, folders, binder pouches, binders
- Arts & crafts materials, paper cut-outs, bulletin board materials
- Aprons/protective smocks (consumable)
- Baskets, plastic bins, storage boxes (must be **under** \$50 and **cannot** be mounted on a wall)
- Flash cards, manipulatives, inexpensive calculators
- Classroom Books (must have approval from SAEC-Media Specialist and Director of Technology)
- Inexpensive musical instruments (**under** \$50)
- Pencil sharpeners, hole punchers, paper cutters (**under** \$50)
- Small chalk boards, dry erase boards (must be **under** \$50 and **cannot** be mounted on a wall)
- Maps, charts, posters, globes, skeletons (indicated on lesson plans)
- Printers, DVDs/CDs, flash drives, headphones, keyboards, mouse, and protective covers for tablets (**under** \$50)
- Inexpensive games, balls and supplies for PE (**under** \$50)
- Food items (not consumed) or greeting cards (must include how used in classroom instruction and indicated on lesson plans)
- One time download of worksheets, etc. (NOT a license to use them)
- TPT (must have approval from Educational Services and Director of Technology)
- Ink and toner for printers
- Expendable items (used up within a year), having characteristics of equipment, but with a **unit cost of less than \$50**

NON-Allowable Items:

- Student incentives, reward/prizes, gifts and gift cards, classroom snacks (food or beverages for consumption)
- Site licenses, site memberships, subscriptions
- Clothing, jewelry, shoes, handbags, backpacks, hats (even if it's required for band, culinary, student in need, etc.)
- Seating or Chair Bands
- Furniture, rugs, shelves, fans, rolling carts, stepstools, clocks, microwaves, stereos, coffee makers, air purifiers, or lamps
- Equipment, computers, shredders, tablets, speakers, cameras, laminators, external DVD drives (even if less than \$50)
- Electronics, power tools, iPads, phones, Alexa, Amazon firesticks, Google nest devices (even if cost is less than \$50)
- Travel, hotels, or conference registrations
- Software
- Professional Dues, donations, scholarships
- Medications, band aids, pesticides, cleaning supplies, soaps, sanitizing wipes, solvents, disinfectants, or cleaning chemicals
- Alcohol, tobacco, personal services (hair salons, nail salons, massages, etc.)

NOTE: Receipts must include the following information

- Vendor name
- Date of purchase
- The receipt must be clearly legible
- Item Description, price per item and quantity purchased
- *Total purchase cost & payment method*
- Tax &/or shipping paid (include this in your reimbursement request)

PLEASE do not wait until the evening of the cutoff date to place your request for order or reimbursement in case there is any issue with the items you are purchasing. This does not allow time for adjustments, if necessary. ~Thank you.

~~Note: The above lists are NOT all-inclusive~~