

Q & A for Students Materials Funds

1. 4/3/2008 Can teachers purchase file cabinets with CIS Funds?

Yes, if the file cabinets are for classroom instructional files or items. No, if for extra-curricular or fund-raising files or items.

2. 4/1/2008 One of the teachers wants to buy book shelves with state instructional supply money. Does that meet the definition of instructional supplies?

The book shelves are allowable if they will be used for instructional items and remain in the classroom.

3. 3/18/2008 One of our teachers wants to know if she can purchase plastic storage containers to store her blank tests in. Is this acceptable?

Yes, that sounds o.k. to me.

4. 2/21/2008 Do you think the pencil grips used for incentives and the bulletin board material are ok to purchase with CIS funds?

Yes, these are allowable.

5. 2/21/2008 Can CIS funds be spent on canned air to spray the keyboards?

Yes, if it is for the computer used in classroom instruction.

6. 2/20/2008 I am sorry to keep bothering you but I want to be sure I understand the purchases made by our teachers. Can they purchase chairs for their students in the classrooms?

I can't say that this is illegal but I usually say no because I believe that it is the school board's responsibility to furnish the classroom desks and chairs as part of providing the classroom. If the teacher wants to buy a special chair that is used for the "Student of the Week" or some similar recognition or reward I would say yes. Otherwise, I see nothing instructional about the chair.

7. 2/20/2008 Are flash drives ok to purchase with CIS Funds?

Yes, if used for classroom instruction.

8. 2/20/2008 Is it ok for teachers to purchase batteries for the CD Players with CIS Funds?

Yes, if the CD players are used for classroom instruction. No, if used for extra-curricular activities or personal use.

9. 2/20/2008 Is it ok for teachers to purchase power strips, surge protectors with CIS funds?

Yes, if the power strips and surge protectors are for items used for classroom instruction. No, if used for the teacher's personal equipment such as coffee pots.

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10. 2/16/2008 Did you tell me that equipment purchased with state instructional funds and state technology funds was not subject to the bid law or did I dream that?

Section 16-1-8.1(b)(6) provides a qualified exemption from the state bid law for items purchased from the classroom instructional support allocations (for items costing less than \$7500). Bulk purchases by the school board would still be subject to bidding. So some of the technology purchases or copier paper may need to be bid. If you allow your teachers to use a purchasing card to purchase copier paper, bidding is not required.

11. 10/16/2007 Can you give me information in regards to what can and can not be purchased with CIS funds? We will be using credit cards this year for the first time for CIS funds. I have had questions regarding file folders, cartridges used in printers to print out student papers etc. I want to be sure to give correct answers to our teachers and not allow incorrect purchases. We are centralized in the fact the schools send one part of the PO to the board and we put it into the system and pay for supplies ordered.

No items can be purchased with the purchasing card that could not be purchase using purchase orders. The purchases allowed are instructional materials, supplies, and equipment used in the classroom. Travel would not be allowable.

12. 8/23/2011 Can part of the Teacher's FY 2012 Classroom Materials and Supplies allocation be designated for Common Purchases upon a vote of the teachers?

No, but teachers can pool their allocations. Multiple teacher allocations can be used for individual purchases at the discretion of each teacher provided the purchase will be used in the teacher's classroom, i.e., copy paper. The state law says, " Any funds allocated by the Legislature for student materials shall be given directly to each teacher as specified in the allocation for use directly in his or her classroom as determined exclusively by the teacher."

13. 4/23/2009 Can a PE teacher purchase a camera to take pictures of his students at PE or when they receive PE awards?

While a photography, art or journalism teacher could justify a camera to use for classroom instructional purposes, a PE teacher would have to explain how the pictures would be justified as classroom instruction. My answer of "NO" could change with additional justification of the use of the camera and pictures.

14. 1/30/2009 Can the teachers use their student materials money to purchase tissues, hand sanitizer, and air fresheners?

No unless the tissues will be used as brushes for painting or some student instructional project.

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15. 1/15/2009 We have a teacher who needs a bookshelf in her classroom that is low enough for her special needs students to store and reach their reading books and materials. If someone can build a shelf that is sturdy enough for this cheaper than she can purchase one, can she purchase the materials to build the shelf with CIS? I thought the shelf would be allowable since the students would use this to hold books that they don't take home, but not certain about having one built.

I think it is o.k. with sufficient documentation including a drawing of the shelf with dimensions and the materials needed to build the shelf. Only the materials that become a part of the shelf (no drills, saws, or screwdrivers) should be purchased and the amount of parts purchased should be reasonably close to the amount needed to build the shelf. (For instance, lumber comes in precut lengths and there may be a little left over. But if it needs 12 screws, buying a box of 100 screws could appear unreasonable.)

16. 1/13/2009 Is it acceptable to purchase a carpet for your children to sit on during reading time?

Yes, but it would be best if it is an instructional rug. These rugs are carpet with instructional items such as a map of the U.S. If it is a plain carpet, a memo from the teacher explaining how the carpet will be used for instruction (such as scheduled reading activities where the students will sit on the carpet) would help in the audit.

17. 11/18/2008 May teachers use their state monies to purchase iPods, recorders for the iPods and/or external hard drives for the classroom PC (necessitated by the extra memory required from use of the iPods)? All items are used in the respective classrooms by the students.

Yes, as long as they are used for by students for classroom instruction.

18. 10/20/2008 Is it ok for Special Ed teachers to purchase postage stamps to be used to send things to the parents? Sometimes they have to be certified letters as well as regular ones.

No if from CIS funds. This would usually be considered office supplies. It would be allowable from public funds. The school should pay for this instead of the teacher.

19. 7/24/2012 Would bean bag chairs used by students to sit in to read be an allowable use of CIS funds?

Yes, it is used for student instructional purposes in the classroom.

20. 8/1/2012 Can the teachers give money to the office for copier maintenance?

No. A teacher can use the Student Materials allocation to buy the copier paper that the teacher will use in their classroom for student instruction.

21. 12/4/2012 Can teachers use their ISM to purchase educational apps for Ipad?

Yes, teachers can use the state instructional supply funds for apps for an I-pad if the apps are for instruction for students in the classroom. A teacher cannot be required to use the state funds for this purpose.