

EXPENSE GUIDELINES

ALLOWABLE EXPENSES - \$100 Monthly Maximum:

GENERAL EDUCATION STAFF:

- The combined monthly expenses may not exceed \$100 per month.
- Expenses may include:
 - Internet
 - Basic Supplies
 - Postage for mailings to students and families
 - Curriculum needs, such as subscriptions -please get manager approval prior to purchase
 - Gift cards for students - please get manager approval prior to purchase (Note: Attach a copy of the manager approval to your submission. If you purchase a gift card for a student incentive, the proper documentation is a receipt and a copy of the email you send to the student that identifies the reason and the amount.)
- Printer ink should not be purchased and expensed through Intacct by staff. MVCA will provide staff one printer ink cartridge per semester. In order to receive ink, staff will complete the following link: https://docs.google.com/forms/d/e/1FAIPQLSeSCK9VlhvWVZomnF63IjpcYlLuY6ARrtZvcsw_v8gz7kAYNIO/viewform?c=0&w=1
- The ink will be shipped to your home.
- Paper should not be purchased and expensed through Intacct by staff. MVCA will provide one ream of paper once per semester. Paper will be available and distributed at August and February PDs.

SPECIAL EDUCATION STAFF:

- Special Education staff may request ink as needed and may purchase additional paper to be expensed.
- Postage to send documentation to families and agencies is permitted.
- Expenses of ink, paper and postage may exceed the \$100 total, if needed.

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→ Continued

DISALLOWED EXPENSES:

- Technology needs (headset, mouse, keyboard, etc.). If there is a need for technology, please submit your request at teacherhelp.k12.com, Hardware and Software - K12 Managed Public Schools. These will be reviewed on a case-by-case basis.
- Furniture/decor
- Utilities
- Internet connectivity fees

SUBMISSION GUIDELINES:

- Monthly expenses need to be submitted to Intacct within 30 days of purchase
- Regular monthly expenses must be submitted together on one expense report submission, i.e., all of September's regular monthly expenses submitted together at one time
- The naming convention for regular monthly expense submissions is: Joe Smith__September2018__Monthly Expenses
- Please enter a separate expense report submission for:
 - Regular Monthly Expenses
 - Face-to-Face PD Expenses
 - Testing Expenses