

**RUSSELL MIDDLE SCHOOL**  
**Purchasing Guidelines**  
**2010-2011 School Year**

**General Information:**

Millard Public Schools uses a budgeting process called Program Budgeting. With program budgeting, budget decision-making focuses on funding programs and service based on need.

A peer review committee, a district budget team, the superintendent, and the board of education will review the recommendations and approve the budget. Budgets are finally determined, usually, by mid-July.

At Russell, we will budget based on need, with no specific allocations for special areas such as furniture, supplies, materials or curriculum requests. Approval of requests will be based on need, cost, total dollars available and prioritization by the person making the request.

**General Supplies Requisitions:**

1. General supplies are to be ordered through the warehouse catalog. Requisition forms that are on the computer are to be used for this purpose. (**Go to the “shared on ‘Mil\_RMS\Main’ (N:); double click the folder RMS\_Budget\_Forms; double click on the document Permission to Purchase; Save As to Your Desktop**). Turn in on-line via e-mail (or hard copy) to Sherry for processing. Since we order supplies all year as needed, this order should be for what you need to “get started” only. After that, the supply request form (at Sherry’s desk) will keep you adequately supplied.
2. Erin will give us a list of printers, location in building, printer cartridge info, and staff assignment to printer. Please notify Erin when you need a new cartridge. Erin will give us reorder info. Please **do not** use printers for multiple copies.
3. Please turn in the “get started” order according to the following groups:

Team 6A	Zach/Ingram
Team 6B	Kozak/Ingram/Peterson
Team 6C	Clatterbuck/Robinson
Team 7A	Dietsch/Pfeifer
Team 7B	Binns/Kerkhoff/Ludwig-Page/Officer/Kester-Pearson
Team 7C	Leuschen/Bruland
Team 8A	Newlin/Ballou/McKain/Stickney
Team 8B	Williamson/Gillis/Green/Gibbs/Elledge/Frolio
Team 8C	Dostal/Fleming/Augustine Claybourne/Perrone

4. **One order is to be submitted from each group.** It must be entered on the requisition and attached by e-mail to Sherry with “cc” to Mitch or you can bring Sherry the hard copy.

5. Supplies, hopefully, will be distributed to the group before the school year starts.

### **Instructional Materials Requisitions:**

1. Teachers in “like” positions (e.g., 7<sup>th</sup> Math, 6<sup>th</sup> Language Arts or Family Consumer Science, etc.) should collaborate on items.
2. Amount of materials approved for purchase will be contingent on available building funds. Teachers should prioritize requests.
3. The Requisition Forms must include:

Name and address & phone number of vendor

Complete description of merchandise

Catalog Number

Quantity/unit cost/total cost

Any discounts that apply

Shipping if possible

4. Instructional materials are considered to be any type of materials or equipment that is used in instruction.

### **Textbook/Supplementary Resource Materials Requisitions:**

1. Procedures for ordering these materials will be identical to ordering instructional materials.
2. This area **does not** include district prescribed curriculum materials. However, text materials needed **due to changes in** enrollment, loss, or damage are to be requested as part of this process.
3. Materials in this area might include subscriptions, special topic books, instructional strategies information, and student materials. We will **not** be able to charge students for weekly reader or science periodicals.

### **Media Requisitions:**

1. Media materials can be requested by individual teachers. Teachers who teach the same course may coordinate requests. (e.g., 7<sup>th</sup> grade Social Studies; 6<sup>th</sup> grade Art)
2. Requests are to be made directly to Erin Dietsch.
3. Material requests might include:
  - Videos
  - Laser Disks
  - Multimedia kits
  - Computer Programs
  - Reference materials (to be housed in Media Center)
  - Special area needs for Media Center books or magazine subscriptions. *These supplemental materials are housed in the Media Center.*

4. Teachers should not request media materials that do not fit the district curriculum guidelines.
5. Resources/catalogs for preview of all educational materials are available in the Media Center.
6. Erin Dietsch will develop and distribute guidelines for requesting media materials.

**Time Line:**

1. General Supplies (i.e., Office Depot, Warehouse) – submit requests by March 19.
2. Instructional materials, textbooks, supplementary materials, and miscellaneous requests – submit requests by April 23.
3. Turn in completed requests to Sherry on-line via e-mail or by hard copy.
4. Warehouse, Office Depot, & Staples catalogs are in the office area – ask Sherry.

MM/ss