
I. PURPOSE

This policy provides for the appropriate distribution of funds to classroom teachers for school supplies and designates a general timeline for the distribution.

II. DEFINITIONS

- A. Appropriation Funds: The state funds allocated to teachers for classroom supplies and materials distributed proportionally based on grade level taught and experience of the teacher.

III. POLICY

- A. Athlos Academy of Utah shall distribute funds for classroom supplies and materials in accordance with Utah Admin R277-459.
1. Athlos Academy of Utah shall ensure that each eligible individual has the opportunity to receive a proportionate share of the distribution.
 - a. Athlos Academy of Utah shall distribute funds for classroom supplies ensuring each teacher receives the amount allocated in the appropriation consistent with his or her grade level taught and years of experience.
 - b. These funds shall supplement, not supplant, existing funds for classroom supplies and materials.
 2. Athlos Academy of Utah shall allocate sufficient funds, in addition to the appropriation, to reasonably support the need for classroom supplies for each teacher equitably.
 - a. The specific amount shall be reflected in the budget, adopted annually by Athlos Academy of Utah's Governing Board.
 3. If a teacher has not spent or committed to spend the state appropriated funds by April 1 of the school year in which the funds were distributed, Athlos Academy of Utah may make the excess funds available to other teachers or may reserve the money for use by eligible teachers the following year.
- B. The funds allocated for classroom supplies shall be used in compliance with Utah Admin R277-459.

Appropriation of Classroom Supplies

1. Teachers are encouraged to spend the funds appropriated from the state for their classroom supplies before the expiration date of April 1.
 - a. The funds may accrue in anticipation of a large curriculum purchase if necessary, and teachers may pool their allocations in those particular circumstances for mutual needs.
2. Purchases made with appropriated funds or otherwise allocated funds must:
 - a. Be pre-approved by the administration; and
 - b. Be made in compliance with the school's financial policies, following the designated protocol for purchase orders and/or employee reimbursement
 - i. Purchases made without administrative approval or otherwise outside these parameters are not guaranteed to qualify for reimbursement.
3. The supplies purchased with the appropriation funds or any other school allocated funds are the property of Athlos Academy of Utah.
 - a. Employees do not personally own materials purchased with designated public funds.
 - b. The Lead School Administrator has the authority to approve purchases outside of those specified in Utah Admin R277-459, including classroom consumable items related to general health that cannot be reused by the school (i.e., tissues, sanitizer, or anti-bacterial wipes)

Legal References:

[Utah Admin R277-459](#)