

Purchasing Do's and Don't's

<u>Type</u>	<u>Local</u>	<u>State</u>	<u>Federal</u>	<u>Activity (461)</u>	<u>Agency (865)</u>
Baby Shower	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Back to School/End of Year Celebration On Site - Faculty 1 in the Fall and 1 in Spring	Ok	Ok	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Birthday Celebration	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Boss's Day	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Christmas Celebration on-site - 1 allowed	Ok	Ok	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Donations for Charities	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Fund 865 Student Clubs may donate funds to charities and other organizations.
Events such as: Teacher Appreciation Week, Counselor Appreciation, Paraprofessional Day	Incentives must be instructional / job related and less than \$25 Occasional food snacks allowed	Incentives must be instructional / job related and less than \$25 Occasional food snacks allowed	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed

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<u>Type</u>	<u>Local</u>	<u>State</u>	<u>Federal</u>	<u>Activity (461)</u>	<u>Agency (865)</u>
Faculty/Staff Incentive	Incentives must be instructional / job related and less than \$25	Incentives must be instructional / job related and less than \$25	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Field Trips - Faculty (Recreational)	Written or Email ASCD Approval Required	Written or Email ASCD Approval Required	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Field Trips - Faculty (Staff Development)	Written or Email ASCD Approval Required	Written or Email ASCD Approval Required	Depends on the Grant Program. Approval needed from Grant Administrator	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Field Trips - Students	Appropriate educational field trips.	Appropriate educational field trips.	Depends on the Grant Program. Approval needed from Grant Administrator	Appropriate educational field trips.	Appropriate educational field trips.
Food - Staff Offsite	Written or Email ASCD Approval Required	Written or Email ASCD Approval Required	Depends on the Grant Program. Approval needed from Grant Administrator	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed (Unless Overnight Travel with Students)
Food - Staff Onsite (Snacks & Treats)	Allowed if done occasionally	Allowed if done occasionally	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Food - Staff Onsite (Working Lunches and Faculty Meetings)	Allowed if done occasionally	Allowed if done occasionally	Depends on the Grant Program. Approval needed from Grant Administrator	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed

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Food - Student Offsite	Funds may be used for student food incentives	Funds may be used for student food incentives	Depends on the Grant Program. Approval needed from Grant Administrator	Funds may be used for student food incentives	Funds may be used for student food incentives
Food - Student Onsite	Funds may be used for student food incentives on campus.	Funds may be used for student food incentives on campus.	Depends on the Grant Program. Approval needed from Grant Administrator	Funds may be used for student food incentives on campus.	Funds may be used for student food incentives on campus.
Gift Card Purchases	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Gifts - Faculty	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Plants/Flowers for Faculty Death/Illness Per Incident	Funds may be used for recognition of death or illness and should not exceed \$100.	Not Allowed	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Funds may be used for recognition of death or illness and should not exceed \$100.
Retirement Purchases / Service Awards	No more than once every five years. The value or cost of the award should not exceed \$400.	No more than once every five years. The value or cost of the award should not exceed \$400.	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed

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Signing Contracts	Submit all contracts to the PISD General Counsel or Director of Purchasing for review and authorization to sign.	Submit all contracts to the PISD General Counsel or Director of Purchasing for review and authorization to sign.	Submit all contracts to the PISD General Counsel or Director of Purchasing for review and authorization to sign.	Submit all contracts to the PISD General Counsel or Director of Purchasing for review and authorization to sign.	Submit all contracts to the PISD General Counsel or Director of Purchasing for review and authorization to sign.
Staff Memberships	OK	OK	OK	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Staff Membership - Professional Liability Insurance	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Teacher Appreciation	See Faculty Staff Incentives	See Faculty Staff Incentives	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Teacher of the Month/Year Award	No more than twice a year. The value or cost of the award should not exceed \$100.	No more than twice a year. The value or cost of the award should not exceed \$100.	Not Allowed	No. 461 Funds must be spent on an educational purpose and provide a benefit to the district or its students	Not Allowed
Valentine's Day	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Wedding Shower	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed