

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: C16 - Supplies - Instructional and Office

Each year the Board of Education provides a line item account for instructional supply funds for the purchase of instructional materials, both consumable and non-consumable, and equipment. Certain instructional and office supplies, beyond those furnished or stocked by the Board of Education, may be purchased by the schools at the Board of Education Warehouse. Requisition forms for these purchases are furnished by the Office of Supply Management. Other items not stocked or available from the warehouse may be purchased from outside vendors.

The instructional supply fund, allocated to schools on a per-pupil basis is based on the second month enrollment of the preceding school year. The instructional supply funds will be distributed to the schools at the beginning of the school year.

In cooperation with the staff, the principal shall develop a proposed budget. Representatives from both the primary and intermediate divisions of the staff shall be included in the elementary school budget development process. In the secondary schools, the principal shall include the department head of each of the respective departments.

The instructional supply fund includes teaching supplies as follows:

1. Supplies actually constructively consumed in the teaching-learning process: e.g. chalk, paper, pencils, paint, paint brushes, crayons, workbooks, physical education supplies.
2. Supplies for instructional programs not consumed in the actual teaching— learning process: e. g. curriculum supplies, professional books, supplies for in-service training and other supplies relative to the teaching-learning process.
3. Supplies for use in the school offices, including postage costs incurred for mailing parental notices, grade reports, et cetera.
4. Equipment shall be a legal expenditure only after the needs of the students in the daily classroom program and the basic needs of the classroom have been met.

After a review by the Faculty Senate and the Local School Improvement Council, the final approved budget from each of the schools shall be submitted for review and approval to the respective Elementary and Secondary Departments and referred to the Division of Business for implementation.

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