

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL SUPPLIES

ADOPTED: November 9, 1995

REVISED: June 9, 2005,  
September 29, 2011

# Palmyra Area School District

<p>1. Purpose SC 801</p>	<p style="text-align: center;">110. INSTRUCTIONAL SUPPLIES</p> <p>It shall be the policy of this Board to supply each teaching staff member and student with the supplies and equipment that are deemed necessary for the implementation of the approved program.</p> <p>Parents may be asked to provide general supplies for students in school.</p> <p>Exceptions to this policy shall be:</p> <p>Where individualized and nonreusable clothing or equipment is required for reasons of safety or health, pupils will be requested to provide their own clothing or equipment which shall meet standards set by the school. Such standards shall be those reasonably related to the considerations of safety, health and protection of property.</p> <p>Where students prepare useful items which they are permitted to keep, they shall pay the district the cost of the materials used.</p> <p>Where the foregoing requirement(s) impose(s) a financial hardship on a student, the school district will assume the cost. The Superintendent shall devise procedures assuring that no student need be denied participation in the school program for financial reasons while at the same time guarding the privacy of each student.</p> <p>The Board may require that students provide certain supplies for the conduct of co-curricular activities.</p> <p><u>Procedures for Processing Receipts/Payments</u> Receipts shall be issued for all receipts/payments for the following: Technology Projects, Art Projects, Family and Consumer Science Projects, Lost Books and/or Equipment, Damaged Property, Outdoor Education, Yearbooks, and other</p>
------------------------------	---

items where practical.

1. Staff will be issued a receipt book in triplicate.
2. Each student should be given a receipt for any payment made, with the reason for payment indicated.
3. The staff member should submit the second tear-out copy of the receipt, together with the money to the appropriate office.
4. The receiving office will in turn issue a receipt for the total amount received from the staff member.
5. The staff member/department should retain the third copy of the receipt for possible review by auditors. Do not remove the third copy of the receipt from the receipt book. The district office will issue instructions from time to time concerning those records that no longer need to be retained.
6. In the case of direct payment to an office, a receipt will be issued and the bound-in copy retained by the office.

Clubs should use their own discretion on issuing receipts for money paid to them. In all cases, each club will be issued a receipt for money paid to the district.