

CTE PURCHASING INFORMATION 2021-2022

CTE Department budgets are intended for purchasing supplies, instructional materials and small equipment needed for use in the current school year. Budgets are allocated based on the type of class and the number of sections being taught. Teachers are notified of their budget allocation each Fall.

Office and Classroom Supplies

- Edmonds School District purchases office supplies and printer toner on contract through **Office Depot**. **KCDA** is an alternate contracted source for supplies and classroom materials.
- **Amazon** is an acceptable vendor to source supplies and materials. Purchases can be made through our District business account. Please do not purchase using your personal Amazon account.
- Cases of printer paper are available through our **District warehouse**.

Please contact Peggy for help with purchasing supplies or paper.

Equipment and Instructional Materials

- Department budgets may be used to purchase small equipment and classroom materials needed to operate your CTE program. Examples: classroom printer, student workbooks, lab materials and Chef School groceries.
- Open Purchase Order (PO): An **Open PO** allows teachers to order directly from a vendor up to an established limit. This can be helpful if you plan to make several purchases from the same vendor.

Please contact Michele to initiate your purchases or request an Open PO.

Reimbursements

Requests for reimbursement may be submitted when a teacher buys supplies with personal funds. Please keep in mind:

- The reimbursement is intended for small purchases, typically under \$100. Airfare, equipment, and software are not appropriate expenditures for reimbursement.
- We are not able to pay for gifts for students or volunteers, such as T-shirts, meals and prizes. If you are in doubt whether a purchase will be approved, please call Michele *before* shopping.
- After making a purchase, complete a B-105, listing your purchases under “Detail of other Expenses”, attach your itemized receipts, sign, and send to Michele.

CTE Professional Development

- WA-ACTE Summer Conference and required trainings are paid for through a central CTE budget. More information will be provided as registration opens.
- Teachers may request to fund expenses for optional Professional Development conferences and related travel through their CTE Department budget. Please contact Michele for prior approval.

Field Trips

- Field Trips should be organized through your school office. Please contact your Office Manager for information regarding the school’s process, and also notify the CTE Office of your plans.
- In some cases, transportation costs and registration fees may be charged to CTE Budgets. Please contact Michele for more information.
- Consider a virtual field trip through our new Nepri Career Connected Learning platform!
- **Overnight travel with students requires board approval and multiple chaperones; please plan at least two months in advance.**

We are here to help!

Michele Ehl; ehl@edmonds.wednet.edu; x7121

Peggy Derke; derkep@edmonds.wednet.edu; x7120