

TEACHER GUIDE TO INSTRUCTIONAL SUPPLY FUNDS

Save this guide to your desktop, phone, or tablet for quick reference.

**For Fiscal Year 18 (which begins October 1, 2017), teachers receive \$421.51 in instructional supply funds to be used in their classroom.
(Yes – principals, counselors, and librarians get this amount too!)**

Want to Buy Something?

- Complete Purchase Order / Obtain Approval Signatures (Don't date it – we'll do that).
- Send original Purchase Order to the Central Office.
- Await approval notification via email.
- Central Office Staff will place order (Or you can order if you'd like – just let us know).

Get a Purchase Order form [here](#). It's a fillable form.

Got Your Stuff?

- Sign the invoice verifying you received all of your merchandise (It probably came with your merchandise. If not, we'll send it to you).
- Send original signed invoice to Central Office.

Need to Know How Much You've Got Left?

- Send a quick email to Toni Collier (tjames@winstonk12.org).

**Your Central Office Accounting Staff is ready to assist you with any questions you have.
(We like to email)**

- Toni Collier, Purchasing Secretary (tjames@winstonk12.org)
- Sandra Lester, Accounts Payable Secretary (slester@winstonk12.org)
- Nikki Shipman, Payroll Secretary (nshipman@winstonk12.org)
- Andrew McCay, Chief School Financial Officer (amccay@winstonk12.org)