



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2008-012
CONTACT: Paula Sadler, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5833

TO: Selected Principals/Department Heads
FROM: Debbie Bruce, Director - Finance
DATE: September 26, 2007
SUBJECT: Materials and Supply Stipend

A handwritten signature in cursive script, appearing to read "Debbie Bruce", written over the printed name in the "FROM" field.

On September 24, 2007, the School Board approved to pay a stipend for materials and supplies of \$278.50 to certified Adult Vocational Teachers, Occupational Therapists, Behavior Analysts, Physical Therapists, School Psychologists, and Social Workers.

Please find attached a list reflecting the names and positions that are eligible to receive the supply stipend. The requirements are as follows:

1. In accepting the stipend check, the teacher is required to sign an agreement form accepting the funds. (See Attached) The teacher agrees to keep all receipts and to spend the funds for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them. The teacher also agrees to return any unused funds to the school at the end of the school year.
2. If applicable, the attached check will need to be deposited into your school's Internal Funds bank account. The deposit should then be entered into the Manatee Accounting System and coded to account number 9 800. The bookkeeper should then process a check to each individual teacher on the attached list.
3. If there are any teachers at your school/department who do not spend all of their funds, those dollars should be remitted to the School District on a MIS 3218 Cash Transmittal Form prior to the end of the school year. Please note on the transmittal form that the returned money is from the Materials and Supply Stipend.

If you have any questions or need additional information, please contact Paula Sadler, Accountant, at 833-5833.

Attachment

C: Executive Staff
OCEA

Material and Supply Stipend

Date: _____

“I, _____, am employed by Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that the Material and Supply Stipend funds are appropriated by the School Board for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. In accepting custody of these funds, I agree to keep receipts for all expenditures. I understand that if I do not keep receipts showing these funds were spent to purchase classroom materials and supplies for use with my students, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unused funds to the district school board at the end of the regular school year at which I was employed at the time of the receipt of the funds.”

Signature: _____

School: _____