



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2009-030
 CONTACT: Debbie Bruce
 Budgeting & Financial Services
 TELEPHONE: 833-5827
 FAX: 833-7699

TO: School Principals
 FROM: Debbie Bruce – Director *Debbie Bruce*
 DATE: March 4, 2009
 SUBJECT: Instructional Materials – Flexibility – Project 9105

Pursuant to Florida Statute 1011.62(6)(b), if a District School Board finds and declares in a resolution adopted at a regular meeting of the School Board that the funds received for any of the following categorical appropriations are urgently needed to maintain School Board specified academic classroom instruction, the School Board may consider and approve an amendment to the School District operating budget transferring the identified amount of the categorical funds to the appropriate account for expenditure.

On February 23, 2009, the School Board approved a Budget Resolution pursuant to Florida Statute 1011.62(6)(b), which authorizes schools to exercise flexibility to expend Instructional Materials funds. This flexibility became effective March 1, 2009; therefore, expenditures prior to this date will not be eligible for reimbursement.

If Instructional Material funds are urgently needed by your school to maintain classroom instruction, please fill out the bottom portion of this TAM with the amount needed and fax to 833-7699, Attention: Debbie Bruce. Schools may select **available funds** in any or all of the following projects:

1. Instructional Materials – Textbooks (Project 3105)
2. Instructional Materials – Media (Project 3106)
3. Instructional Materials – Science (Project 3109)

Once your fax is received, funds will be transferred to 1010-5100-0510-Center-9105 Instructional Materials – Flexibility. These funds may be utilized for any instructional (Function 5XXX) expenditures required to maintain classroom instruction.

Should you have any questions or need additional information, please do not hesitate to contact me.

cc: Executive Staff
 Bookkeepers

Date: _____	<u>Funds to be Transferred</u>
Instructional Materials – Textbooks (Project 3105)	\$ _____
Instructional Materials – Media (Project 3106)	_____
Instructional Materials – Science (Project 3109)	_____
Total – Instructional Materials – Flexibility – Project 9105	\$ _____

SCHOOL _____ PRINCIPAL'S SIGNATURE _____