JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: February 1, 2025

TO: Principals
Special Education Staff
School Secretaries

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: Special Education Budget Closeout for the 2024-25 School Year

Please note that Special Education purchase orders/requisitions/reimbursement requests for the 2024-25 school year must be **received by Thursday, March 6, 2025 @ 5:00 p.m**. Remember that the SLPs/SLTs who received their legislative funds through the SpEd department this year are under these same guidelines and deadlines for those funds as well.
Please remember the following:

- Budgets are not carried over from one year to the next.
- Remember to deduct any previously submitted amounts from your Special Education budget (so that you know your balance) before submitting new orders. This includes reimbursements submitted through your school. **No orders will be processed that exceed your budgeted allocation.**
- Please check with your school secretary to make sure all Special Education reimbursements have been submitted to the Special Education Department by the March 6th deadline.
- When ordering supplies, follow **Skyward** procedures.
- Be sure to follow the ordering guidelines outlined in the attached budget information page, as you close out your current year budgets.
- Any purchases that were inadvertently charged to the Special Ed budget or do not qualify using the guidelines should be removed from the budget using a journal entry form prior to March 6th.

Staff will be notified of the new budget allocation amount prior to the start of the new school year. Keep in mind that new purchase orders/requisitions will not be processed until late July.

As you close out your budgets for the current school year, please note the following:

1. All purchase orders/requisitions, should be routed through Amanda Hamblin in the Special Education Department.
2. Use the following codes for Purchase Orders/Requisitions, P-Cards, and ECHECKS submitted through the year.

Coding for P.O.s/Requisitions, NPOs, P-Cards, ECHECKS:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT
10	**E**	**(School #)**	**1295**	**1090**	**Use object code**

If you have questions regarding your Special Education budget, please contact Amanda Hamblin at (801) 567-8177.

SPECIAL EDUCATION BUDGET INFORMATION

RESOURCE TEACHERS, SPEECH-LANGUAGE PATHOLOGISTS and CLUSTER TEACHERS: Please follow these guidelines in submitting requisitions during the 2024-25 school year.

Note to all resource teachers and speech-language pathologists: Stockroom supplies are funded through the school. Resource teachers and Speech-Language Pathologists should work with their principal to order any stockroom supplies.

Equipment purchases, electronic games and/or any materials that are not instructional in nature **must be pre-approved** from the Special Education Department. Follow the procedures outlined below:

PURCHASE ORDERS:

1. Purchase Orders and Stockroom Orders are to be submitted to your school secretary. **Shipping and handling charges must be included on all Purchase Orders.**
2. The school secretary will input the information into Skyward and route it to your principal for approval.
3. Refer to the example below for program and budget number information.
4. Requisitions for the 2025-26 school year may be entered after **July 15, 2025.**
5. We cannot guarantee that materials will arrive before the 2025-26 school year. Orders will not be sent to vendors until mid-July.

REIMBURSEMENTS FOR ALL SPECIAL EDUCATION STAFF: Remember that reimbursements must be approved by your principal and come out of your total Resource/Cluster budget.

1. Requests for reimbursement need to be submitted through Skyward as an ECHECK with all required receipts attached. **Equipment purchases will NOT be reimbursed unless pre-approved.**
2. Personal reimbursements must include the individual's full name, home address, vendor key and budget numbers.
3. Re-route the ECHECK and attached receipts to Amanda Hamblin in the Special Education Department at the District Office.
4. **Do not hold all receipts and request reimbursement at the end of the school year, as your budget may be exceeded, leaving you with no funds for reimbursement.**
5. Reimbursements for cash, gift cards or entertainment purposes are not allowed (e.g., movie tickets, admission fees, class parties, transportation, etc.)
6. P-Card purchases should be handled like reimbursements and come out of your total Resource/Cluster budget. You will need to keep track of these purchases to ensure that you do not exceed your total school budget allocation

THE DEADLINE FOR ALL PURCHASE ORDERS, REIMBURSEMENTS, P-CARD PURCHASES AND ECHECKS WILL BE MARCH 6, 2024.

PLEASE REVIEW CAREFULLY WITH YOUR TEAM/SECRETARY:
You will be receiving a budget allocation based on the guidelines below. However, it will be up to you, your team, and your school principal/financial secretary to keep track of how much of your budget you have spent individually. This will allow you some flexibility as a team on how your money is spent but will also require more accountability and tracking of spending on the part of you and your team. You can choose whether to track each person's allocation individually or pool your funds into a team budget. If you need to know what your *school's balance* is, Amanda Hamblin will be able to help you. She will not be able to tell you what an individual teacher has spent. Please set up a system of tracking purchases/reimbursements that makes the most sense for your school and individual needs and is approved by your school principal.

BUDGET GUIDELINES PER EDUCATOR

Elem/Middle Resource/SLP Full time	$400
Elem/Middle Resource/SLP 1/2 time	$200
Elem/Middle Cluster Teacher	$550
High School SpEd/SLP Full time	$300
High School Severe Full time	$300
High School SpEd/SLP 1/2 time	$150

CODING FOR SPECIAL ED. P.Os, REQUISITIONS, P-CARDS, ECHECKS:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT
10	E	(School #)	1295	1090	use object code