

CSD Legislative Teacher Supply Fund Agreement

I agree to adhere to and comply with these acceptable use guidelines to ensure that purchases made using these Legislative Supply Funds are for allowable teaching supplies and materials. This means both expendable and nonexpendable items that are used for educational purposes by teachers in classroom activities, and includes "field trip" which means a district, or school authorized excursion for educational purposes. The funds utilized by the teacher must be for instructional purposes or to protect the health of teachers in instructional or lab settings, or in conjunction with field trips. Funds may not be used for any purchase that 1) does not meet the spirit of the guidelines, 2) would be considered an inappropriate use of public funds by a reasonable person, or 3) for which the District does not receive direct benefit.

Canyons School District is excited to team with Amazon Business to provide you your Teacher Supply Funds. The policies that govern this program are established by this Teacher Supply Funds Agreement. By using these Funds, the teacher, referred to as "Fundholder" is accepting the responsibility for the protection and proper use of the funds as authorized by Utah Administrative Code R277-459 and Utah Code Annotated 53F-2-527 on behalf of the Canyons School District. The terms and conditions are listed below:

1. Fundholder: a) agrees to purchase authorized supplies and materials for instructional purposes, to protect the health of teachers in instructional or lab settings, or in conjunction with field trips for official school purposes, b) agrees that all supplies and materials purchased are district property, and c) understands that the Teacher Supply Fund will not work for purchases from the District Warehouse.
2. Fundholder agrees to not utilize the Teacher Supply Fund for prohibited transactions such as personal items, items on back order, cash advances, travel (with the exception of fieldtrip costs), or those that violate any other policy or are deemed to be an inappropriate use of district funds. Consequences of inappropriate use include personal liability for the inappropriate charges and forfeiture of Teacher Supply Funds, and possible disciplinary action.
3. Fundholder agrees to abide by these Teacher Supply Funds procedures as well as all other school district policies and procedures.
4. Fundholder agrees that purchases of supplies and materials outside of Amazon must following these procedures:
 - a. Obtain approval from the school principal on the purchases.
 - b. Submit your reimbursement receipts to your Head Administrative Assistant.
 - c. The Head Administrative Assistant will collect the receipt and submit the reimbursement to the Accounting Department. The account to use is 10 E 099 5884 1090 610.
 - d. The Accounting Department will deduct the reimbursement amount from the allocated budgets in Amazon.

- e. The fundholder will be reimbursed via ACH on the next available accounts payable run (normally each Monday).
- 5. Fundholder agrees to utilize the Amazon Business online portal to review posted transactions and allocated balances.
- 6. Fundholder agrees that they become ineligible to participate in the Teacher Supply Fund Program through termination, resignation, retirement, transfer, policy violation; at the end of each school year, or upon request.
- 7. Fundholder agrees that all Teacher Supply Fund documents including receipts are subject to an annual audit for all purchases.
- 8. Fundholder will not allow any other person to use their access to Amazon Business account. If such use occurs, Fundholder agrees to be personally liable for the charges against the fund and may be subject to disciplinary action.
- 9. Fundholder understands that the final date to utilize funds is April 30th of each year.