



## Procedures for Expenditure of FY 2021-2022 Classroom Instructional Supply Funds Through the ClassWallet Portal

**PURPOSE** – To establish procedures for the proper expenditure for funds allocated to purchase instructional, classroom, or technology-related materials or supplies that directly benefit students.

**SCOPE** – These procedures apply to all Anniston City School Board employees who are allotted classroom instructional supply funds through the ClassWallet portal.

### **PROCEDURES:**

1. Classroom instructional supply funds in an amount determined by the State Department of Education will be allocated to teachers and other certificated personnel for the purchase of instructional materials and supplies. The allocated funds will be available on the ClassWallet portal ([www.classwallet.com](http://www.classwallet.com)) on December 1, 2021.
2. **All purchases must be made using the ClassWallet portal** by purchasing from vendors in the ClassWallet marketplace. The ClassWallet portal retains all itemized receipts for purchases.
3. **All purchases made through the ClassWallet portal must be made in compliance with the State of Alabama Code 16-1-8.1 regarding classroom instructional support.** "Monies allocated for classroom instructional support may be spent for classroom instructional support purposes only, to be used either by classroom teachers or students in each teacher's respective classes. It shall be permissible to expend these monies on instructional equipment and electrical equipment which is actually utilized with students in the teacher's classroom."
4. Classroom instructional supply funds will be available to spend on the ClassWallet portal between December 1, 2021 and April 29, 2022.
5. **Employees who expend classroom instructional supply funds on anything other than instructional, classroom, or technology-related materials or supplies that directly benefit the students are subject to the following actions, at the discretion of the principal and/or Superintendent:**
  - a) Immediate payment of any personal or unauthorized purchases
  - b) Reduction or elimination of the dollar amount of classroom instructional supply funds in future school year(s)
  - c) Written conference documentation placed in the employee's personnel file



- d) Suspension
- e) Termination and/or
- f) The pursuit of criminal charges.

6. **Transfer with Teacher not allowed** According to Section 16-1-8.1 paragraph 10, items purchased with classroom instructional supply funds must remain in the school. If transferred to a different school, teachers must not take the items purchased with these funds to the new school. The same rule applies if a teacher moves out of district. All items purchased with classroom instructional supply funds must remain at the school where the teacher was assigned.

When you initially sign in to your ClassWallet account you will have to accept the online affidavit which references this document before continuing with the registration process.

**By checking the "Click to Accept" checkbox on the affidavit,** I (1) agree to receive an allotment for classroom instructional supplies; (2) understand that these funds may only be spent on instructional, classroom, or technology- related materials or supplies that directly benefit students; and (3) understand the consequences if I fail to use the funds for anything other than instructional, classroom, or technology-related materials or supplies that directly benefit students.

**Please note:** While you may see training videos for submitting reimbursement requests and the use of Debit Cards, Anniston City Schools is not using those features of the ClassWallet system.



## **Anniston City Schools Affidavit**

I agree to adhere to and comply with the Code of Alabama, Section 16-1-8.1, which specifies that all elements of classroom instructional support as provided in the Foundation Program, including, but not limited to, student materials and other classroom instructional support approved by the State Board of Education:

"All funds allocated in the Foundation Program shall be spent only for the purpose for which they were allocated. Any funds allocated by the Legislature for student materials shall be given directly to each teacher as specified in the allocation for use directly in his or her classroom as determined exclusively by the teacher." Additionally, per Section 16-1-8.1, "All monies allocated for classroom instructional support may be spent for classroom instructional support purposes only, to be used either by classroom teachers or students in each teacher's respective classes. It shall be permissible to expend these monies on instructional equipment and electrical equipment which is actually utilized with students in the teacher's classroom."

I have read and agree to comply with the Anniston City Schools classroom instructional supply procedures as shown here: [Click to view/download.](#)

Click to Accept