

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Classroom Supply Request During the Program Year
Revised: February, 1998

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.53(a)(1)

POLICY:

Classroom supplies will be purchased by the Assistant Director for ECD and distributed through the Area Managers, and/or Family Case Managers (FCM).

PROCEDURE:

1. During the program year, when the classroom has a need for supplies, the Teacher will fill out the Classroom Supplies Requisition Form (see next page) no later than two weeks before specific supplies are needed and submit (fax) to the Assistant Director for ECD.
2. The Assistant Director for ECD will review request for approval or disapproval with written reason. Reasons for disapproval could include (but are not limited to):
 - a. There could be a substitute for this particular supply.
 - b. This particular supply could be shared by another classroom.
 - c. This supply is no longer available from vendors.
3. If disapproved, the Requisition will be returned to the teacher. If approved, the requisition will be returned to the teacher with projected date of arrival of the supplies.
4. Necessary orders will be made by the Assistant Director for ECD. The supplies will either be delivered by the vendor, FCM, an Area Manager, or the Assistant Director for ECD.
5. Upon arrival of an order either directly from the vendor or by a staff person, the Teacher will submit all packing and shipping forms to the Assistant Director for ECD.

SOUTHWEST HRA HEAD START CLASSROOM SUPPLY REQUISITION FORM

Teacher Making Request _____ Date _____

Assistant Director for ECD Signature _____ Approved/Disapproved

Date _____ Comments _____

PROJECTED DATE OF ARRIVAL: _____

Item Needed	Quantity	Item # (if known)	Vendor	Cost Each	Total Cost