

**LYONS CENTRAL SCHOOL DISTRICT  
BUDGET INFORMATION AND INSTRUCTIONS  
FOR THE 2005-2006 SCHOOL YEAR**

Due dates for budget request

January 20, 2005 -	Due to Department Chairs
January 26, 2005	Due to Principals and Director of Special Services.
February 9, 2005 -	Due to Business Office - Requisition Summaries for all Teachers, Department Summaries and Building Principal's Summary for Superintendent
March 4, 2005 -	Due to Business Office - Requisitions for all equipment budgeted for bid purposes. Also an outline for all services.
April 1, 2005 -	Last day to purchase from the 2004-2005 Budget
April 26, 2005 -	Due to Business Office - Requisitions for all Supplies and Textbooks Including Art.

Below is a brief definition of the more frequently used account codes and the person that receives the requisition for each code.

**Regular Classroom Instruction** - Equipment, supplies, services, textbooks necessary for instructing students in the classroom. Code 2110 - Give to Building Principal via department heads and coordinators.

**Handicapped Instruction** - Equipment, supplies, services, textbooks necessary for instructing students in a resource room, self contained, speech and OT/PT classes. Code 2250 - Give to Director of Special Services Office.

**Occupational Education** - Equipment, supplies, services, and textbooks necessary for instructing students in technology, business and home economics. Code 2280 - Give to Building Principal via department head.

**School Library and Audio Visual** -All magazines, all film strips, all videos, and any audio-visual equipment normally associated with classroom or library use. Code 2610 - Give to Principal or Director of Special Education.

**Computer (Hardware and Software)** - Any hardware necessary for classroom, library or computer lab necessary for any student. Code 2630 - Give to Principal or Director of Special Education.

**Co-Curricular Activities** - Any supplies, services used in an after school or co-curricular activity. Code 2850 - Give to Activity Advisor.

**Inter-Scholastic Sports (Athletic)** - All equipment, supplies, services necessary for an interscholastic sport or athletic teams. Code 2855 - Give to Athletic Director.

**GENERAL INSTRUCTIONS:**

1. Please use only district forms provided for your requisitions and summaries. A computer disk is available through your building principal.
2. All requisitions are to be made in triplicate. **The original done in ink or typed should be sent to the Business Office.** Anything else will be returned.
3. Completely fill out requisitions clearly writing name and address of vendor, number of items, catalog numbers, a description of the item and the unit price.
4. Please double check all computations.
5. Use only the most recent catalog available for catalog numbers and unit prices. Items costing more than 10% over the unit price budgeted will not be ordered.
6. Notify the Business Office in writing of the vendors you do not wish to allow to participate in our bids or with whom you have experienced previous difficulties.
7. Employees are encouraged to order supplies through **School Specialty**. **School Specialty** is not only is a local supply company, but the district receives a substantial discount from catalog prices and no transportation charge.
8. If you plan to order later, need more time to decide on the material or are using the requisition to budget the money for future use, please check the "**Budget Only**" line. Completed requisitions can be turned in at a later time at no more than the budgeted amount.

**DEFINITIONS:**

1. **Equipment (200):** An equipment item is a movable or fixed unit of furniture or furnishings, as instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
  - a. It retains its original shape and appearance with use.
  - b. It is non-expendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
  - c. It represents an investment of money which makes it feasible and advisable to capitalize the item.
  - d. It does not lose its identity through incorporation into a difference or more complex unit or substance.
  - e. It costs \$1,000.00 or more.
2. **Contractual Services (400):** Contractual expenses will include contractual services such as freight, rent or leases, association dues for the district (not for individuals), repairs by outside contractors, consultant fees, professionals for assemblies, maintenance agreements, etc.
3. **Textbooks (480):** State Education Department definition of a textbook is, any book or a book substitute which shall include hard covered or paperback books, workbooks designed to be written in and used up, or manuals which a pupil is required to use as a text, or a text-substitute in a particular class or program as a primary source of study material intended to implement a major part of a State curriculum or a State approved local curriculum.

**Textbook Orders should include ISBN Number.**

Excluded under this Act are:

- a. Reference Materials - Encyclopedias, almanacs, atlases, and special purpose dictionaries, except that dictionaries individually assigned to all students in a particular class or program as a textbook substitute shall be considered as textbooks.
- b. Supplementary - Materials      Supplementary textbooks, novels, except those assigned on an individual basis, other fiction magazines, newspapers, and audio-visual materials and equipment.
- c. Other Materials -      Tests and testing materials, teachers edition of textbooks, review books and materials in kit form.

**Purchase of sheet music for general music instruction and "weekly readers"**  
are expenditures eligible for textbook aid.

4. Supplies (500): A supply item is an article or material which meets one or more of the following conditions:
  - a. It is consumed in use.
  - b. It loses its original shape or appearance with use.
  - c. It is expendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
  - d. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
  - e. It loses its identity through incorporation into a different or more complex unit or substance.
5. Computer Hardware: Allowable expenses include expenditures for mini-computers; peripheral devices including printers, video display terminals, plotters, and disk storage units; telecommunication hardware; special hardware boards; cables; audio, video, touch sensitive and other electronic-to-human machine interface hardware; and such other computer hardware as may be required for the operation of a computer based instruction program.
6. Computer Software: A "software program" is defined as "a computer program which a pupil is required to use a learning aid in a particular class in the school the pupil legally attends." The software must be a prepared educational program which is subject-oriented for use by students in conjunction with computers. Micro-computers, blank diskettes or cassettes or tapes, chips, computer correction devices, consoles, cords, blank disks, disk drives and other similar items of hardware are not considered aidable.

LYONS CENTRAL SCHOOL

Requisition Summary - Computers - 2630

DEPARTMENT \_\_\_\_\_

BUILDING \_\_\_\_\_

TEACHER \_\_\_\_\_

OBJECT OF EXPENSE

AMOUNT

Equipment - Other 200

\_\_\_\_\_

Equipment - Hardware Aidable - 220

\_\_\_\_\_

Services - 400

\_\_\_\_\_

Instruction Software Aidable - 460

\_\_\_\_\_

Supplies 500

\_\_\_\_\_

TOTAL

\_\_\_\_\_

PLEASE ATTACH REQUISITIONS



**ANNUAL REQUISITION FOR EXPECTED LEVEL  
AND ADVANCE DEGREE CHANGES**

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Graduate Hours

1. Additional graduate hours you expect to be eligible for extra compensation in the fall. \_\_\_\_\_ x \$30.00 = \_\_\_\_\_
  
2. Additional graduate hours you expect to be eligible for extra compensation in the spring. \_\_\_\_\_ x \$15.00 = \_\_\_\_\_

Masters Degree - For those employees hired prior to July 1, 1993.

1. Additional compensation as a result of obtaining a masters degree by fall. (\$350.00) \_\_\_\_\_
  
2. Additional compensation as a result of obtaining a masters degree by spring. (\$175.00) \_\_\_\_\_

**Total Increase** \_\_\_\_\_