

MADERA UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE FOR  
ALLOWABLE EXPENDITURES

Madera Unified School District Purchasing Guide	NOT ALLOWED	ALLOWED					
Expenditure Type: Items/Description		Unrestricted General Funds	Title 1 <i>with preapproval from Categorical Office</i>	Title II <i>with preapproval from Categorical Office</i>	Title III <i>with preapproval from Categorical Office</i>	Donation Account	PTO
Appliances for school use (microwaves, refrigerators, Coffe Maker)		X					
Ammusement park tickets						X	X
Art Supplies or consumable materials		X				X	
Athletic equipment		X				X	
Banquets, Awards Programs						X	X
Building maintenance, repairs, and supplies		X					
Candies (doesn't meet the nutrition requirements)	X						
Carnival/Fairs: decorations expenses, prizes						X	X
Childcare for parents while attending School Sponsored Events related to Title 1			X	X	X		
Computers for student use in the classroom only*		X					
Conference costs & Travel		X	X	X	X		
Hotel Reservations (reserve with cal-card, then issue a purchase req to take the check with you)		X	X	X	X		
Meals (per diem rate)		X	X	X	X		
Gas	X						
Mileage		X	X	X	X		
Alcohol/C Beverages	X						
Tips	X						
Curriculum licenses		X	X	X	X		
Decorations						X	
Employee incentives or awards (certificates, plaques)		X					X
Equipment (i.e. chromebooks, printers)		X	X	X	X		
Unit cost of \$500 or more		X					
Unit Cost of \$5,000 or more		X					
Field trips for educational purposes*		X	X	X	X		
Field trips for recreational purposes						X	X
Food for Professional Development (agenda/sign in sheet)		X					
Furniture (for school/classroom use)		X					
Gifts, gift certificates, congratulatory cards, etc.	X						
Student Holiday Celebrations						X	X
Christmas Greeting cards						X	X
Gift cards (pre-authorized by donor)						X	X
Instructional materials (workbooks, textbooks, teacher guides, etc.)		X	X	X	X		
Instructional supplies (pencils, notebooks, markers, etc)		X					
Mailings (information on testing dates, Title I activities)		X	X	X	X		
Meetings/staff development snacks		X					
Meal for working lunch (receipts with agenda & signing sheet)		X					
Office equipment		X					
Printers		X					
Copiers		X					
Non-promotional pamphlets or brochures (for informing parents of assessments, school achievement, important dates, etc.)		X	X	X	X		
Parent award events, banquets, etc.							X
Parent workshops (monitoring student performance, skills training, child advocacy, etc.)		X	X	X	X		
Meeting supplies		X	X	X	X		
Snacks for parental meetings		X	X	X	X		
Professional and consultant services*		X	X	X	X		
Professional development for Title I instructional staff (course fees/costs)		X	X	X	X		
Positive Behavior Interventions and Support supplies (5% of Title I Base Allocation)		X	X	X	X	X	
Pencils/stickers/erasers		X				X	
Lanyards		X	X	X	X	X	
Water Bottles		X	X	X	X	X	
Backpacks		X	X	X	X		
Student t-shirts to promote PBIS		X				X	

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School Team uniforms		X				X	
Services (object 5XXX)		X	X	X	X		
Snacks for students (follow nutritional requirements)		X				X	
Software licenses for Title I schools (curriculum, assessment-related, etc.)			X	X	X		
Student incentives (customized pencils, lanyards, water bottles) (5% of Title I Base Allocation)		X	X	X	X	X	X
Supplies for instructional use		X	X	X	X		
Supplies for administrative use		X					
Instructional websites		X	X	X	X		
Televisions, home theater systems, and any related accessories for school use		X					
Tutoring (including before and after school)		X	X	X	X		

**Donation Funds Guidance**

All donation and fundraised funds become public funds and the property of the District, and should be used for the purpose for which they were donated or raised and in accordance with state and District policies.

**Title I Funds Guidance**

Federal law directs that Title I funds are to be used for the purpose of raising the student achievement of low income students to proficient and above.

In addition, Title I Schoolwide Program can utilize funds to enhance the educational efficacy of the entire school. Professional learning to enhance teacher effectiveness and parent engagement to build parent capacity are considered critical to this primary intent.

**Cal-Cards** are intended to be used for emergencies or when a purchase order is not feasible. A purchase requisitions is always the first option.

**If you are unsure if a proposed expenditure meets guidelines, please contact the Business Office or the Categorical Office**