

Community School Purchasing

Do's & Don'ts

Approved

- CS specific PD
- Background Checks/Fingerprinting
- Benefits
- Conferences for CS
- Contracted Services for CS
- Data entry for CS
- Salary for CSC
- Travel for CS strategy

Approved with Limitations

- Accounting/Auditing
- Advertising
- Airline Tickets
- Clerical Personnel
- Credit cards
- Drug Test
- Lanyards
- Postage
- Timesheets

Need Preapproval

- Appliances (refrigerator, washer, dryer)
- Boardgames
- Field trips
- PD not specific to CS strategy
- Exercise Equipment
- Furniture
- Greenhouses
- Ingredients for culinary class
- Landscaping
- Lock-in
- Mentors
- Supplies
- Salary for any other position besides the CSC position
- Stipends
- Textbooks/workbooks
- Travel for non-CS

Denied

- Alcohol
- Alumni Costs
- Amusement Parks
- Bonuses
- Bounce House
- Capital expenses
- Cards
- Clothing (T-shirts)
- Costumes
- Decorations
- Donations
- DVD's and Movies
- Entertainment
- Fund matching
- Fundraising
- Gift Cards
- Grant writer
- Guns
- Hats
- Housing/Personal living expenses
- Incentives
- Land rental/requisition
- Lobbying costs
- Maintenance of Plant/Facility
- Membership costs
- Promotional items
- Props
- Sports & equipment
- Sunglasses
- Storage units
- Timesheets for overtime
- Vehicle
- Video games
- White water rafting
- Zip lining

Community School Purchasing Guidance

Approved

Automatically approved; do not need to submit the preapproval form or a narrative.

Approved with Limitations

Automatically approved with certain limitations and guidance. Please refer to the Budget and Finance Guidebook. If item meets these limitations, do not need to submit the preapproval form or a narrative.

Need Preapproval

There are two ways to seek preapproval: in the grant application narrative and submitting the preapproval form. Once your budget has been programmatically approved, no preapproval is needed. If the SBLT changes the budget in a revision, please use the preapproval form for these items.

Denied

Denied items will not receive reimbursement through the NMPED community schools grant.