JCPS Spending Guidelines

WELCOME! These guidelines help to ensure that JCPS team members can carry out the District's mission effectively, while ensuring that funds are spent wisely.

REASONABLE AND NECESSARY EXPENSES

This guide aims to assist team members in making informed spending decisions to ensure that all JCPS employees are carrying out the District's mission effectively and safely while ensuring funds are spent wisely. Our primary responsibility is to promote student achievement. This should be at the heart of every decision, including District purchases.

EXPENSE PREAPPROVAL

Before any purchase can occur, all expenses made using District funds must be pre-approved. Each transaction must involve at least two individuals: a requestor and an approver. Both must have sufficient knowledge to evaluate the transaction and the authority to seek further clarification or approvals for questionable transactions.

PERSONAL RESPONSIBILITY & DISTRICT INTEGRITY

By submitting and approving the purchase request, all parties involved are certifying the accuracy and legitimacy of the item(s) purchased. Individuals involved in a transaction may be held personally liable for a transaction that is made in violation of policies, laws, regulations, rules, contracts, or grant restrictions. JCPS assumes no obligation to reimburse employees or pay for expenses that are not in compliance with these guidelines. Disregard for these guidelines may result in disciplinary action up to and including termination.

POSITIVE CULTURE & CLIMATE is essential for well-run schools and departments. Culture & climate expenses generally support a whole group, such as a teacher's lounge catered lunch, or an individual where all staff could be eligible for the recognition, such as employee of the month or maternity/bereavement gifts. Since culture & climate expenses are harder to define, a quick reference guide is below:

ALLOWABLE CULTURE & CLIMATE EXPENSES	DISALLOWED EXPENSES
AMENITIES (WORKPLACE, NON-TRAVEL RELATED)	ALCOHOL/TOBACCO
APPAREL (SPIRIT WEAR/LOGO)	CASH/GIFT CARDS
AWARDS & RECOGNITIONS	CONTRIBUTIONS/DONATIONS
CARDS (GREETING)	DUES (INDIVIDUAL MEMBERSHIP)
DECORATIONS/FLOWERS/PLANTS	FAMILY/GUEST EXPENSES
ENTERTAINMENT/PARTY ITEMS	LOANS
GIFTS SUPPORTING CLIMATE & CULTURE	PERSONAL ITEMS/PROPERTY
MEALS[1] (NON-TRAVEL RELATED)	POTENTIALLY HAZARDOUS ITEMS
PICNIC ITEMS (FOR GENERAL OFFICE USE)	
PROMOTIONAL ITEMS/PUBLIC RELATION ITEMS	
REFRESHMENTS FOR EMPLOYEES[1] (NON-TRAVEL RELATED)	
RETREATS/OFF-SITE MEETINGS[2]	

[1]*For more detail regarding food/refreshments, refer to the JCPS meals & refreshments guidelines*

[2]*Cabinet-Level approval is needed*

THE QUICK REFERENCE GUIDE IS NOT EXHAUSTIVE. QUESTIONS?

Grant restrictions vary - contact 485-3461 for grant-specific information
Call Accounting at 485-3146 for general fund inquiries
Call Purchasing at 485-3543 for MUNIS/requisition inquiries

Employees who are aware of actual, potential, or perceived fiscal misconduct should report their concerns to the JCPS Compliance Hotline.