**DEER PARK INDEPENDENT SCHOOL DISTRICT**

**DEPARTMENT OF SPECIAL SERVICES**

TO: Campus

FROM: Pam McClean

DATE: August 9, 2019

SUBJECT: Allocation for Teacher Supplies

For the 2019-20 school year, your special education department has $2,100.00 for instructional supplies and materials. This amount must include any shipping and handling charges. Funds are to be allocated among teachers at your campus.

You will need to send your order on the P.O. template provided by our department to be approved. We will enter it and have it sent to your campus. The only exception is any orders from Amazon. We will order those and they will be delivered to the ESC and you will be responsible for picking up the week they arrive. Also you need to immediately send me the packing slips when you receive your order so I can process it for payment. Packing slips not returned for payment will result in that amount being deducted from your supply money for 2020-21.

If you have any questions about the approved vendors you can check with your school secretary.

**All P.O.’s must be turned in no later than the date of the card you drew. If P.O.’s are not received by date drawn they will not be processed. You will lose the funds. Please mark your calendars!**

**Dates:**

**October 31, 2019**

**December 13, 2019**

**January 31, 2020**