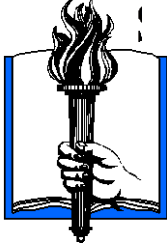


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: ESP Instructional Allocation	Descriptor No: AD SS1	Effective Date: 11/97
Reviewed/Revised: 6/08; 2/14; 6/14;9/18; 7/19		

1 The instructional allocation, which will be given to site directors for, the purchase of
2 instructional supplies for daily lessons will follow the guidelines described below:
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- 5 1. Site directors will be issued a purchase card for the use of instructional purchases.
- 6 2. Instructional money is to be spent on supplies for staff use in implementing daily lesson
7 plans.
- 8 3. As the money is spent, receipts will be turned in to the Central Office.
- 9 4. The site director will initial all receipts before submitting for reimbursement.
- 10 5. The monthly allotment for each site will be determined by the average daily attendance
11 from the previous month.
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