

Room Parent Purchasing & Amazon Wish List Guidelines

- In general, Room Parents purchase basic school supplies and items that either wear out or run out over time.
- No single item over \$50 may be purchased without prior approval from the principal, unless it is on the list below. The approval process is in place to make sure items are up to code approved by the school district.
- Teachers are responsible for getting the Principal's approval for items over \$50.
- Teachers may set up Amazon Wish Lists using these same guidelines. Exception to the \$50 rule – the purchase of multiple copies of the same book totaling over \$50.
- As requested, Room Parents may help teachers set up Amazon Wish Lists and will several times during the year, remind the classroom parents about the wish lists.
- Amazon Wish Lists should not be posted on classroom websites.
- Please see <http://www.mass.gov/ethics/gifts-to-public-school-teachers-and-staff.html> for guidelines about gift giving to the teachers.

Examples of basic school supplies that can be purchased with classroom funds:

Reading books	IKEA baskets or bins for shelving units
Reference books	Crayons, markers, & colored pencils
Books on cd or tape	Highlighters
Magazine subscriptions	Post it notes
Games	Notebooks & folders
Puzzles	Tape and glue
Flashcards	Poster board
Arts & Craft supplies	Magnets
Pencils and pens	Ziplock bags
White board markers & erasers	Index cards
Small individual white boards	Pencil grips
Batteries	Fans (often donated by parents)

Examples of items that should be requested through the PTA mini-grant program or with prior approval from the principal:

Easels or any type of semi permanent fixture
Electronic items including headphones & extension cords
Lamps or lighting of any sort
Storage containers
Rugs
Bookshelves or any furniture items
Bulletin boards
Computer accessories
Large white boards
Rolling storage carts
Software (individual packages or online subscriptions/license)