

STUDENT INCENTIVE PROCEDURES

Student incentives involving nominally valued items may only be used with prior written approval of the Superintendent via Form 6260-F1.

Once approval has been granted, purchase orders may be submitted to purchase those items presented on 6260-F1. Form 6260-F1 is to be retained by the program manager to report dispensation of those incentives acquired.

Whenever requested, the program manager will submit to the Special Programs Director, Superintendent, or Assistant Superintendent for Finance and Compliance a copy of 6260-F2 which demonstrates the use of those items purchased. Nominal items (generally under \$3 in value) would generally not be included on the *Student Incentive Program* report (Form 6260-F2). The purpose of completing this form is to demonstrate the effectiveness of the purchases and to assure accountability for the assets used.

Food items purchased solely for incentive purposes are to be acquired and distributed via Policy 6260/Procedure 6260P rather than Policy 6210/Procedure 6210P.

Reviewed: 08/27/08