

RECOGNITION AND APPRECIATION AWARDS PROCEDURES

The maintenance of partnerships with individuals and other entities are critical to maximizing NWESD 189 effectiveness in achieving its mission to provide leadership and cooperative services to educational communities in support of efforts to increase the number of students meeting state and local standards. In addition, staff recognition for exceptional performance has a positive impact on morale and, thereby, mission attainment.

Nominally valued recognitions (e.g., certificates, plaques, school bells, meal) to such partners, individually and/or collectively, for significant efforts in support of the NWESD 189 mission may only be used with prior written approval of the Superintendent via Form 6270-F1. Nominal items would generally have a total value of less than one hundred dollars (\$100).

Once approval has been granted, purchase orders may be submitted to purchase those items presented on 6270-F1. Form 6270-F1 is to be electronically attached, as a scanned copy, to the Purchase Order as a record of the reasoning and approval.

The purpose of completing this form is to demonstrate the effectiveness of the purchases and to assure accountability for the assets used.

Reviewed: 10/22/14