Date: September 24, 2014

To: K-8 Principal, Secondary Principal, and Science Department Chair

From: Dina Geiss, Director Business Support Services

Re: Science Supplemental for School Year 2014-15

After examining patterns of past usage of the science allocation, we are providing additional support to the secondary science program. The following changes have been made:

- The following courses have been added to the science allocation:
  - Physiology
  - Environmental Science
  - Biotechnology

- A supplemental allocation has been added:
  - $7.50 per section for grades 6-8
  - $18.00 per section for grades 9-12

This year school sites have received additional centralized funds in their budget that should be utilized if science funds are depleted.

The adjusted 2014-15 science allocations are calculated using the following:

- Middle School and K-8 (Grades 6-8): $22.50 (per section)
- High School (Grades 9-12): $54.00 (per section)
  - Biology
  - Earth Science
  - Chemistry
  - Physics
  - Integrated
  - Environmental
  - Physiology
  - Biotechnology

To check your available balance and see a summary of your purchases, please use our interactive 2014-15 Science Allocation Spending summary, powered by Google Sheets. NOTE: An SJUSD account is required to log in. Please make sure you are logged out of all other Google accounts before logging in.

The Textbook Warehouse offers aisles of free science supplies available for use in your program. To gain access to these items, teachers may come to Business Support Services between 8:00 a.m. and 3:30 p.m.
To provide efficiency and effectiveness in the ordering process, and to provide the broadest choice of vendors, **all science allocation expenditures will be processed through Business Support Services – Instructional Materials.** Sites may utilize their science funds for instructional materials that are “designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions” of the science program.

**Procedures for Using Science Allocation Funds:**

1. **Please do not send in your own requisitions.** Simply submit detailed ordering information (online cart, order forms, etc.) to Business Support Services – Instructional Materials via District mail, email, or fax (see Contact below).
2. Instructional Materials will review and either approve or deny expenditure. If denied, Instructional Materials will follow up with site.
3. After approval, Instructional Materials will create and submit requisition(s) to Purchasing.
   - Non-living/non-perishable materials will be shipped first to the Textbook Warehouse for receiving and tracking, and then shipped to sites.
   - Living/perishable materials will be shipped directly to sites.
   - The appropriate budget code will be added by Instructional Materials after approval. Sites do not need to provide a budget code unless the order will exceed their available allocation and a site budget is needed to cover the overage.

**NOTES:**

- **The deadline for submitting paperwork for your 2014-15 science allocation is April 10, 2015 (NEW). Unspent funds do not roll over into the next year.**
- For a list of frequently used science vendors and catalog discount agreements, please see our list of Science Vendor Discounts.
- Sites are **strongly encouraged** to keep track of their science purchases and remaining allocations. Overspending will cause your order to be delayed or denied altogether.
- If you are requesting generic materials (batteries, duct tape, etc.) from a non-science vendor, you are required to submit a copy of your lesson plan or other explanation detailing how these items will be integrated into your science curriculum.
- Most vendors charge shipping and handling and tax. Tax is generally calculated on the combination of an order's subtotal and shipping and handling.
- For items needed by a certain date, please allow sufficient time for processing.

For additional information and instructions, please see our Science Allocation Ordering page.

For any questions, please contact:

- Alex Strickland  
  **Instructional Materials Technician**  
  Business Support Services – Instructional Materials  
  Phone: (916) 971-7055  
  Fax: (916) 971-7749  
  Email: alex.strickland@sanjuan.edu