

# **Santa Barbara Unified School District Board Policy**

**BP 3360**

## **Business and Non-Instructional Operations**

### **CLASSROOM EXPENSES**

#### **Certificated Personnel**

It is the policy of the Governing Board to pay for actual and necessary expenses incurred by any certificated teacher for classroom supplies. Such payment shall be predicated upon the teacher obtaining prior authorization from his/her principal and subject to there being sufficient funds available within the budget for the school site.

The Superintendent shall promulgate an administrative regulation establishing procedures for implementation of this policy, including, but not limited to, the submission of expense requests and verification requirements.

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California      December 14, 2004; June 17, 2008