

Instructional Support Program Guidance

Equipment vs. Supply

Equipment: Tangible property with a purchase price of at least \$1000 and a useful life of more than one year, other than land or buildings and improvements there on.

Supply: A material item of an expendable nature that is consumed, wears out, deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

Salary and Wages

- Cannot be used to supplant district personnel salaries and wages
- Can be used for outside labor
- Can be used to pay for cost of installation or adaptation of equipment

Allowable Items

- Eligible equipment, library material, or technological enhancement
 - Classroom demonstration
 - Student evaluation or use
 - Preparation of learning materials in an instructional program.
- Repair, replace, or expand class or lab furniture
- No equipment allowed for administrative or non-instructional purposes
- Cannot be used for instructional supplies

There are five categories that will be used to classify instructional support. The following are examples but is not limited to what is shown.

1. Equipment and Furniture

Instructional equipment and furniture for primary use by students in instructional programs.

- Classroom/Laboratory equipment
 - i. Whiteboard, Projector screen, Projector, etc.
- Instructional furniture
 - i. Desks, Tables, Podium, etc.
 - ii. Chairs, etc.

2. Information Technology

Instructional information technology equipment for student use in classrooms and/or

laboratories.

- Desktops, Laptops
- Monitors
- Printers
- Servers
- Network/Wireless infrastructure
- AV/TV
- Multi-media

3. Software

- a. Software licenses are allowed but only the initial year is permitted.
- b. Other permitted software are those that are used in excess of one year
- c. Software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software.
 - Registration
 - Counseling
 - Student Services
 - Learning Management Systems for student

4. Adaptive Equipment

Adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.

5. Library Material

- Databases
- Online subscriptions
- Books, Periodicals, Videos, etc.

Non-allowable items: Administrative or Non-Instructional Purposes

Equipment being used for administrative or non-instructional purposes is not allowed.

- Photocopiers
- File cabinets
- Bookcases
- Computers
- Networking infrastructure
- Software licenses