

## Salary Disbursement Request Instructions

With the passage of SB 6, school districts and charter schools can use their Instructional Materials Allotment (IMA) funds to pay:

- (A) for training educational personnel directly involved in student learning in the appropriate use of instructional materials and for providing access to technological equipment for instructional use; and
- (B) the salary and other expenses of an employee who provides technical support for the use of technological equipment directly involved in student learning.

Allotment disbursement requests for salaries will be approved; however, the disbursement requests should be completed in three (3) increments per school year. Districts will be responsible for submitting the separate disbursement requests, indicating the pay period on each submission. The requests should be submitted in EMAT at the end of November, the end of February and at the end of the contract date for the 2012 – 2013 school year.

Each request should cover the dates as indicated below:

November – September, October, November

February – December, January, February

End of contract for the 2012-2013 school year – March – August (as applicable)

\*\*Disbursement request(s) for salaries will always be *reimbursement(s)* to the district's payroll for this person.