

### **Expenditures from the School Choice Revolving Account**

#### **Procedure**

The Superintendent shall submit a written request for approval to the School Committee. The written request for use of the funds in the Account shall detail the intended use of the funds, the total amount of the funds to be expended from the Account and how the intended use of the funds will enhance the educational programs and benefit the students of the Westfield Public Schools.

#### **Threshold Amount**

In cases in which an emergency expenditure of funds of five thousand dollars (\$5,000) or less is required, the School Superintendent shall not be required to seek advance School Committee approval for expenditures from the Account. An emergency shall be defined as those instances where, in the Superintendent's belief, the expenditures from the Account are needed for immediate action which cannot wait until the next meeting of the School Committee. At the next meeting of the School Committee, the School Superintendent shall submit and explain a written report regarding the amount and purpose of the emergency expenditure from the Account.

Adopted: December 17, 2012