

Quick Reference Table

Below is a table of common expenditures for which schools and departments have requested guidance in the past.

For any expense not explicitly designated as either “Allowable” or “Not Reimbursable/ Allowed” in this table, the default assumption must be that the expense item in question is not allowable.

QUICK REFERENCE TABLE				
Expenditure Type	Board Allowable Only	Board and Categorical Allowable	Not Reimbursable/ Allowed	Funded by Voluntary Contributions
Advertising - brochures informing parents of school achievement, rules, regulations, etc.		X		
Advertising - strategies to promote enrollment opportunities	X			
Alcoholic Beverages			X	
Appliances (stoves, refrigerators, microwaves, etc.)			X	X
Athletics/ Athletic Awards/ Yearbooks	X			
Banquets/ Award Programs/ Carnivals/ Fairs/ Luncheons/ Brunches/ Parties/ Picnics			X	
Bereavement or congratulatory cards, flowers or gifts			X	X
Building supplies/repairs/modifications	X			
Computers - classroom, student use only*		X		
Computers - teacher instruction, office, etc.*	X			
Copiers, postage meters, other office equipment	X			
Postage to mail letters and information home to parents		X		
Decorations / Flowers				X
Employee Incentive or recognition gifts				X
Equipment (non-capital)	X			
Family literacy: Activities to promote family literacy and other strategies such as student/parent reading nights, support for lending library on parenting skills or materials for parent development		X		
Field trips - educational in nature only. No overnight trips. NO amusement or water parks. Trips taken during non-school periods require the approval of Risk Management		X		
Flat Screen TVs/ Home Theater Systems			X	
Fund Raisers - items, door prizes, equipment or other fundraiser support				X
Furniture, shelving, other building items	X			
Gift certificates / gift cards				X
Graduation activities / materials	X			X

QUICK REFERENCE TABLE

Expenditure Type	Board Allowable Only	Board and Categorical Allowable	Not Reimbursable/ Allowed	Funded by Voluntary Contributions
Homeless student supplies, educational field trip admissions, and emergency clothing (including school uniforms)		X		
Incentives or rewards for students, parents or staff. Monetary incentives or rewards are never allowable.				X
Instructional materials (additional or supplemental textbooks and workbooks only in Title I)		X		
Licenses for software or curriculum used by school (Example: Plato software license and Upward Bound membership)		X		
Leases for copiers, postage meters	X			
Lodging and per-diem - no hotels for conferences or trainings held within 100 miles of Milwaukee. Pre-approvals must be submitted 30 days prior to travel whenever possible.		X		
Mailings - informational to parents including important dates, newsletter, and other information regarding students and their education		X		
Mailings - anything other than informational regarding education to parents	X			
Parent training or educational services: Workshops or other trainings around school- and learning-based needs		X		
Parent recognition luncheon or other recognition events				X
Parent-student dinner/ Parent-staff dinners or luncheons				X
Raffle / door prizes				X
Student fees - annual student activity fees (homeless children only)		X		
Student incentives				X
School supplies - educational classroom supplies		X		
Substitute teacher costs for core academic program		X		
Translation Services: translation of school notices for parent notifications and parent-student conference translation services		X		
Theater systems / auditorium installations	X			
Tutoring: MPS hired or contracted teachers may be paid to provide before or after-school tutoring for students		X		
Transportation for parents (contact your budget analyst)		X		
Water coolers / Water systems				X

**The definition of computers now includes additional interactive devices such as an iPad or iPod touch, laptop, interactive Whiteboard, Mimio, kindle and chrome books.*