

## Policy for Purchasing Books, Subscriptions and Memberships

WASAH Project – Year 2

During the 2009-10 school year, WASAH teaching scholars are given the opportunity to purchase up to \$100 in books, magazine/journal subscriptions and organizational memberships that are designed to assist them with their lesson plan projects and planning classroom units and activities in U.S. history. The procedure for receiving WASAH leadership approval for proposed purchases and for subsequently making such purchases is as follows:

- Write an email to Mike Derr ([mderr@cesa6.k12.wi.us](mailto:mderr@cesa6.k12.wi.us)), copy in Jeff Pickron ([pickronj@uwosh.edu](mailto:pickronj@uwosh.edu)), providing the following information:
  1. **Books:** Provide the title, author, publisher, copyright, estimated cost, and whether you would prefer to purchase the book yourself or have us order it through one of the university bookstores. (Note: The grant can cover the cost of the book; it cannot cover the sales tax or shipping cost, however.)
  2. **Memberships and Subscriptions:** Describe the type of membership or subscription, the name of the organization or publisher/magazine, cost and duration, and benefits you will receive for the membership or subscription.
- For all book, membership and subscription requests, please provide a brief overall description (2-3 sentences) of how the requested items will assist you with your lesson plan project or otherwise assist you with developing your U.S. history classroom activities.
- Once Jeff Pickron and Mike Derr receive your request to purchase, they will review the request and respond back as soon as possible with an approval or request for additional information. Jeff Pickron may also offer suggestions regarding additional books, subscriptions or memberships to consider. (Mike and Jeff will consult with Brett Barker and David Voelker concerning the requests. Feel free to contact Brett or David directly concerning specific requests.)
- If you elect to purchase the book yourself through a store or online source (i.e., Amazon), please make payment, then send Mike Derr (by mail, fax or scanned image) the receipt for the book and CESA 6 will reimburse you for the cost of the book. (Sorry, we're not able to cover sales tax or shipping/delivery costs.) Likewise, for purchase of subscriptions and memberships, please send Mike Derr the receipt and CESA 6 will issue a reimbursement.
- Please note – the \$100 allocated for this purpose **cannot** be used to secure items used primarily for *classroom instructional purposes* (e.g., computer software or hardware, multiple copies of books or posters to be used by students). The funds can only be used to secure items that are used primarily for *teacher professional development purposes*.