

Quick Reference for Student Activity Fund Uses

Acceptable	Unacceptable
Student assemblies	Items that are designated to be spent from their budget, even if the intent is to reimburse the SAF at a later date
Student incentives	Items that can be provided by FCPS as part of the instructional program
Entrance fees for student athletic, academic or club competitions	Games of chance, even if the purpose of such games is to raise funds for educational purposes
Whiteboard/Box light (requires PeopleSoft requisition)	Purchases of equipment costing > than \$500 without a PO
Security personnel at after-school functions	Personal loans to employees
Hand-held radios for student safety	Personal transactions for employees
Computers/computer printers for classroom & lab use	Staff workshops or conferences
Computers and printers for student use	Staff gifts or gift cards (See staff held SAF account section)
Reading materials	Visitor badges
DVDs and DVD players	Volunteer appreciation events
CDs and CD players	With the exception of staff working for school drama productions, employees may not be compensated with SAF funds. Needs processed on timesheet and paid through payroll.
Athletic equipment and ice machines for athletic department	Compensation to FCPS employees for services rendered - all compensation must be done through FCPS payroll.
Guest Speakers	Books or agendas for FCPS Staff or volunteers
Musical instruments	Staff parking permits
Equipment for student projects	Laminator machines
Materials of instruction and workbooks for which students pay a lab fee or fee	Ice machines
Classroom materials	Office equipment or supplies
Club and class activities to include Student Government	Repairs or maintenance of school equipment
Drama productions	Chromebook carts
Field trips	Cafeteria tables
Admission fees and transportation for field trips (substitutes = Class 14 transaction)	
Senior graduation materials and supplies	
Student awards and award celebrations (including refreshments)	