

# *S<sup>D</sup> Associates LLC*

**Behavioral Services** Assessment, Consultation, Training and Direct Service

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## How do I get Resources I need in NVT?

Type of Resource	How?	Additional Notes
Client Program <u>Consumable</u> (reinforcers, activities, supplies)	AZ- request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a> BZ & CZ- paid for by family	<ul style="list-style-type: none"><li>• Petty Cash for things under \$30</li><li>• Amazon or WB Mason</li></ul>
Office Materials - not program specific that are consumable	Request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a>	<ul style="list-style-type: none"><li>• Amazon, WB Mason or local store</li><li>• Monthly Budget for this</li></ul>
Furniture for the Office	Request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a> & <a href="mailto:lesha.rasco@sdplus.org">lesha.rasco@sdplus.org</a>	<ul style="list-style-type: none"><li>• <u>Approved</u> by Operation Director</li></ul>
Technology and Equipment	Request to <a href="mailto:derek.barrows@sdplus.org">derek.barrows@sdplus.org</a>	<ul style="list-style-type: none"><li>• Monthly Budget</li></ul>
Curriculum – packaged and not made	Request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a> & <a href="mailto:lesha.rasco@sdplus.org">lesha.rasco@sdplus.org</a>	<ul style="list-style-type: none"><li>• <u>Approved</u> by Operation Director</li></ul>
Materials for student that are specific to student need and designated by the IEP team as a need /accommodation	Request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a> & <a href="mailto:lesha.rasco@sdplus.org">lesha.rasco@sdplus.org</a>	<ul style="list-style-type: none"><li>• These will be billed to the school and therefore approval needs to occur from both IEP team and Operations Director</li></ul>
Whole Group Reinforcement (team meetings etc.)	Request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a>	<ul style="list-style-type: none"><li>• Budget</li></ul>
Individual Team and Staff R	Request to <a href="mailto:jen.johnson@sdplus.org">jen.johnson@sdplus.org</a>	<ul style="list-style-type: none"><li>• Budget</li><li>• Make sure you identify the behaviors for the R – it cannot be gift cards.</li></ul>
Field Trips for Staff to accompany clients	AZ- Request to <a href="mailto:willistonordering@sdplus.org">willistonordering@sdplus.org</a> BZ & CZ –family	<ul style="list-style-type: none"><li>• Petty Cash</li><li>• AZ clients in house – this is considered a consumable</li><li>• Please call ahead and see if staff can accompany for free or reduced cost</li></ul>

Lunch for in house clients that is not a reinforcer or part of the program	Request to willistonordering@sdplus.org	<ul style="list-style-type: none"> <li>• Petty Cash</li> <li>• Lunch should be provided by the school. We can purchase some back up lunch items for the office to support when this does not occur.</li> </ul>
Approved Professional Development cost and fees:	Request to jen.johnson@sdplus.org, sarah.kitchen@sdplus.org or operationsadmin@sdplus.org	<ul style="list-style-type: none"> <li>• Tuition, CPR etc.</li> </ul>

- Staff can spend up to \$15 of their own for (if not the BA, approved by the BA) consumables and be reimbursed by Petty Cash
- Items that need to be approved will take 5-10 business days, so plan accordingly.
- Office Materials are ordered weekly
- Petty cash for items needed should be requested the Friday before the week of the need. On Monday PM will give you the money asked for the week and the person getting the cash will be responsible for getting change and receipt back to the PM by the end of the week.
- The PM and or person purchasing with company account or credit card is responsible for filling out a Purchase Form. Funds from Petty Cash at this time do not need a Purchase Form
- All needs for the company credit card need to be approved by the director or business office.