

SD Associates LLC

Behavioral Services Assessment, Consultation, Training and Direct Service

PO Box 150, St. Albans, VT 05478 ~ www.sdplus.org ~ (802) 662-7831 ~ fax (802) 662-7834

How do I get Resources I need in NVT?

Type of Resource	How?	Additional Notes
Client - <i>Consumable</i> (reinforcers, activities, supplies)	*AZ Use Form on employee website *BZ home & CZ- bought by family	<ul style="list-style-type: none"> Reimbursement to staff for things under \$30 – submit Reimbursement
Furniture for the Office	Request to willistonordering@sdplus.org	<ul style="list-style-type: none"> <u>Approved</u> by Operation Director
Technology and Equipment	Request to <u>IT</u> through IT Ticket	<ul style="list-style-type: none"> Monthly Budget
Curriculum – packaged and not made	Request to willistonordering@sdplus.org	<ul style="list-style-type: none"> <u>Approved</u> by Operation Director
Materials for student that are specific to student need and designated by the IEPteam as a need /accommodation	Request to willistonordering@sdplus.org and report who at the school approved the request and who to send bill too!	<ul style="list-style-type: none"> These will be billed to the school and therefore approval needs to occur from both IEP team and Operations Director
Sparklers or Alpine Materials (full group / program materials not indicated somewhere above)	Request to willistonordering@sdplus.org	Budget .

Inventory Items: Office or Building Materials - not program specific that are consumable	<p>Staff would arrange to get needed materials from Alpine they can request the help of STEAM if needed by emailing Anthony.Carace@sdplus.org</p> <p>Items: office supplies for our staff (not classrooms) , cleaning supplies (for our buildings), paper products, garbage bags, reinforcer bins, clickers , clocks etc</p>	<ul style="list-style-type: none"> ● STEAM will keep an inventory of office and building supplies
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Additional Information

- Staff can spend up to \$30 of their own for (if not the BA, approved by the BA) consumables and be reimbursed through Williston ordering. Reimbursement checks are cut approximately the 13th and 29th of the month.
- Time Line for All ordered items not in inventory: Items will be ordered the following week after the request, with the anticipated delivery date (Colchester Office) the week following week.

Week#1 Staff orders through the online form or willistonordering depending on what is being ordered.
 Week #2 Sd business office orders the requested items Week #3 expect the ordered item to be at the Colchester office or less told otherwise from the business office. Please arrange for pick up of items.
- Inventory Items can also be picked up at Alpine as needed. Items on inventory: Cleaning Supplies, Paper products, Office supplies, clickers, motivators, clocks, reinforcement bins, book bags etc.
- Conor and Anthony have the company credit cards. They can be used by others with Director approval. All credit card receipts are kept by the keeper of the card. The info of the purchase can be written on the receipt. i.e. Crafts for Alpine. – Credit Card reports are given to the business office at the end of each month.
- Petty Cash can be accessed through a STEAM member and is tracked by them and reported to the business office as requested. Petty cash is the resources of last resort and needs to be approved by Lesha or Ashley.

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