

Pre-Acquisition Approval Form

NOTES

COSTS MUST BE ALLOWABLE, BE AUTHORIZED UNDER FEDERAL, STATE OR LOCAL LAWS, OR REGULATIONS, BE NECESSARY TO CARRY OUT THE INTENT OF THE GRANT, AND BE REASONABLE IN THE NATURE AND AMOUNT THAT WOULD BE INCURRED BY A PRUDENT PERSON UNDER THE CIRCUMSTANCES PREVAILING AT THE TIME THE DECISION IS MADE TO INCUR THE COST.

Person Making Request: _____

Date: _____

Complete _____ Expenditure _____ Code: _____

Campus: _____

Position: _____

CIP / DIP (circle one) CIP DIP

Goal, objective and strategy that references this expenditure:

CIP/DIP Description _____

Funds requested: General Title I C Title III

McKinney-Vento Other
 Title I, A Title IV B OEYP

 Title II, A Carl Perkins State Comp Ed

Vendor (check _____ made _____ to):

Address: _____

Phone: _____ Fax: _____

COST: _____ (Includes shipping) Payment Method: _____ PO
_____ Credit Card

Brief description of the item(s) requested (also attach order form):

Rationale supporting how this will increase student achievement:

Is this updated to reflect CIP/DIP?

Updated with proper funds available?

If this pre-acquisition is for staff development, please indicate how you will embed your staff development training into practice on your campus or district.

REQUIRED DOCUMENTATION

Parent Nights: Sign in sheets, flyers, original receipts for purchases

Meetings: Minutes from meeting, agenda, original receipts for purchases, sign-in sheet

Field Trips: List of students and teachers who attended, original receipts, documented in lesson plans with follow-up activities. If using District transportation, include a copy of transportation request form.

Travel/Staff Development:

Prior to travel: Statement of anticipated expense, mileage estimate, hotel confirmation, conference registration. If using District transportation include copy of transportation request form.

After travel: Submit hotel folio (include list of names and positions, who roomed with whom), proof of attendance, receipts for meals, receipts for incidentals (parking, etc.)

Supplies: Copy of quotes, order form, invoice, packing slip

All receipts must be returned within 5 days.

Grade Level/Department Chair Approval

Signature

Date

Principal/Supervisor Approval

Signature

Date

Business Office Approval

Signature

Date

Superintendent Approval

Signature

Date

NOTES

Update documentation:
Is the required documentation listed?
Are you documenting when, what, where, why, and who?

NOTES

What signatures are required for approval?

Would add 3.2 vendor selection criteria and have them select one