

Joshua ISD Federal Funds Pre-Acquisition Form

Campus: _____ Date: _____

Title Budget Code: _____

Person making request: _____ Position: _____

CIP / DIP / TEKS Goal that references this expenditure: _____

Please put an X by the fund you are requesting to use.

___ Title IA	211	Angie Padgett	Supplemental funds to meet State's student performance standards. Unless spent on a school wide campus can only serve targeted students.
___ IDEA B, Formula	224	Elizabeth Rosatelli	Supplemental funds to operate programs for students with disabilities.
___ IDEA B, Preschool	225	Elizabeth Rosatelli	Supplemental funds for preschool children with disabilities.
___ CTE	244	Brooklyn Shafer	Supplemental funds to provide Career & Technical programs. Required Use Code <input type="text"/>
___ Title IIA	255	Jo Lynn Augsburger	Supplemental funds to improve student achievement by raising teacher and principal quality.
___ Title III	263	Elizabeth Rosatelli	Supplemental funds to ensure ELL attain English proficiency in core academic subjects.
___ Title IV	289	Jo Lynn Augsburger	Supplemental funds to provide students with well-rounded education, support safe and healthy students, and/or support the effective use of technology.
___ Other			

Vendor: _____

Phone: _____ Fax: _____

Rationale / Description (give brief rationale/description supporting how this will benefit students and attach order form):

_____ Cost: _____

Principal Approval (Signature & Date) _____

Federal Program Director Approval (Signature & Date) _____

Purchasing Approval (Signature & Date) _____

Chief Financial Officer Approval (Signature & Date) _____

Required Attachments (must attach to form):

- Three quotes from EDGAR approved vendors

ALL EXPENDITURES MUST MEET PROGRAM REQUIREMENTS!

- ❖ Parent Nights: Sign in sheets, flyers, copy of receipts for purchases.
- ❖ Meetings: Minutes from meeting, agenda, copy of receipts for purchases.
- ❖ Field Trips: List of students and teachers who attended copy of receipts, documented in lesson plans.
- ❖ Travel: Copy of Travel Reimbursement, hotel receipt, list of names and positions, who roomed with whom. Receipts are required for all expenses.
- ❖ Staff Development: Registration Form, proof of attendance.

Receipts are required for actual cost of breakfast, lunch and dinner. Proof of attendance must be submitted.

- **In the case of non-attendance, the campus 199 general fund will be used to reimburse the federal budget.**

Prior to purchase order being requested, all backup documentation and this form, must be turned into the office of the appropriate Federal Program Director.