

Federal Programs Expenditure Justification Form

(This form must be attached to any Title I/Title II expenditure requests/purchase orders.)

School or Department: _____

Type of Expenditure (What do you want to purchase?):

Justification: In the space below, please provide a brief explanation of how the purchase/expense will improve student achievement, teacher/administrator capacity, or parent involvement and how it meets the goals of the schoolwide plan.

Important:

1. Title I funds are available to supplement not supplant and therefore cannot be used to purchase textbooks or materials that are a requirement for the curriculum. (Would this purchase be made using a different funding source if Title I money was not available? – If the answer to this question is yes, an alternative funding source should be used.)

2. How was this item or items funded the last time they were purchased? _____

3. Is this expense reasonable? ___ Yes ___ No If this purchase is software or a “program”, is its effectiveness supported by research? ___ Yes ___ No

4. Incentives may be purchased only if your Incentive Plan has been submitted and approved. (When requesting funds, please submit a copy of your approved Incentive Plan and highlight the goal for which incentives are being purchased.)

5. Purchases for food items or office supplies cannot be paid for by Title I funds except in rare instances and only with proper documentation. **(Please contact Office of Federal Programs before requesting funds.)**

Administrator’s Signature

Date

