# **Title I Purchase Requisition Procedures**

- 1. Complete the following fields on the Title I Funds Requisition by hand or electronically and print on BLUE paper.
  - Select Purchase Order Request or Check Request
  - Campus Name:
  - Campus Number:
  - Date
  - Vendor Name:
  - Vendor Number:

See the district <u>Purchasing</u> website. To set up a vendor, complete the "<u>Add/Change Vendor</u> <u>Form</u>" on the Business Office <u>Forms</u> website.

- Vendor Street:
- Local Bid or CO-OP #
- Vendor City, State Zip:
- Vendor Phone/FaxNumber:
- Special Instructions: Provide any special circumstances such as "Return white Vendor Copy to campus".
  - Purchasing will <u>mail</u> the white VENDOR COPY to the vendor unless otherwise directed in the Special Instructions (i.e. "Return white Vendor Copy to campus.").
    - "Campus" should be entered for all local businesses such as Kroger, Pizza Hut, etc.
- CIP WIG: Enter the number of the Campus Improvement Plan (CIP) Wildly Important Goal (WIG) the purchase addresses.
- CIP Lead: Enter the Campus Improvement Plan Lead the purchase addresses.
- Requested By: Enter the name of the person placing the order.
- Attention: Enter the name of the person to whom the supplies and materials, registration forms, etc. are to be sent (i.e. the campus secretary's first and last name)
  - Always enter the campus secretary for all supplies and materials orders as the campus secretary will verify receipt of items before distributing supplies and materials.

	<b>WENTONTITLE I funds</b>
	2018-2019 REQUISITION FORM
	Purchase Order Request Check Request
Campus Name	Campus Number Date
¥endor Name	¥endor #
ndor Address	I Bid or CO-OP #
	idor Phone/Faz #
Special Instructions	
CIP VIG #	
CIP Lead	
Requested By:	Attn:

Updated 07/31/2018

- Item #: Enter the part number or item number from the vendor catalog.
- Description: Enter a brief description of the item so the Principal, the Secretary of Federal & State Programs and the Coordinator of Federal & State Programs can determine if the item is allowable.
- Quantity: Enter the number of items requested.
- Unit Price: Enter the price per item.
- Total \$: The "Total \$" column automatically calculates the total cost per line.

ltem#	Description	Quanity	Unit Price	<b>Total Price</b>
				0.00
				0.00
				0.00
				0.00

- SUBTOTAL: The "SUBTOTAL" column automatically calculates the total cost of all items entered onto the Title I Funds Requisition.
- DISCOUNT: Enter the "DISCOUNT:" given by the vendor.
- S&H (or 10%): Enter the "Shipping & Handling" or add 10% unless otherwise directed by vendor (such as free shipping and handling).
- TOTAL: The "TOTAL" column automatically calculates the "SUBTOTAL" plus "S&H (OR 10%) minus the "DISCOUNT".
- Account Code 1, and 2 and Amount 1 and 2: For requisitions that require more than one account code (i.e. a conference that 3 teachers and 1 administrator will attend), use "Account Code 1" to enter the account code to be charged (i.e. for the 3 teachers) and the amount to be charged in "Amount 1"; use "Account Code 2" to enter the account code to be charged (i.e. for the 1 administrator) and the amount to be changed in "Amount 2".
  - Enter the correct account code including the appropriate expenditure account code. See the ORANGE "Expenditure Account Codes" document provided by the Business Office.

		0.00
Will this purchase ENPOWER	Subtotal	\$0.00
	Discount	
lifelong learners to be engaged	Shipping (Amount listed or 10%)	
citizens who positively <b>impact</b>	Total	\$0.00
their local and global communi	ty?	
Franciscus Cada 200	24 000	
Expenditure Code: 2119	24 - 000	_ *_
Expenditure Code: 2119	24 - 000	_ *_
		_

- Obtain principal signature and date the requisition.
- Beginning in the 2018-19 school year, all purchase requisitions must include three quotes from three separate, EDGAR-approved vendors.
- For a list of EDGAR-approved vendors, sign-in to the district website, and go to the Denton ISD Purchasing website.
- *The For Federal & State Programs* box is for internal use only. The Federal & State Programs department will enter the Purchase Order number assigned by eFinance.

Principal Signature/Date Federal & State Programs Signature/Da
All purchases require 3 quotes and justification form.
For Federal & State Programs
Requisition # Date Entered

- 2. Attach documentation (i.e. order form, [three quotes] justification from, registration, etc.) to the BLUE Title I Funds Requisition.
- 3. Make a copy of both the BLUE Title I Funds Requisition and the attached documentation.
- 4. Get principal signature.
- 5. Enter the total amount(s) on the requisition onto the corresponding Campus Title I Excel Spreadsheet(s) in the "Encumbrance" column.
- 6. Send completed Title I Funds Requisition to the Secretary of Federal & State Programs through the intercampus mail.
- 7. Allow at least two weeks for the order to be processed.
  - a. Title I Funds Requisitions for supplies and materials must be received by the Secretary of Federal & State Programs by April 30.
- 8. The Secretary of Federal & State Programs verifies the account codes are correct.
- 9. The Secretary of Federal & State Programs enters the total amount(s) of the requisition onto the corresponding campus Title I Excel Spreadsheet(s) in the "Encumbrance" column.

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	Dis	trict	2118-21-00-999-	24-000-63	00	Sup A	olies & Mater dministrator	ials	
Date Ordered	PO# or Check Reg	Vendor Company	Description	Object Code	Date Received	Encumbrance	Expenditure	Balance 🗸	
			Beginning Balance					5,000.00	
8/10/17	18002695	Dell Computer	Dell Optiplex Computer	6399	N/A	332.50 150.00	332.50 164.60	4,667.50 4,502.90	
08/10/17	18002694 18002607	Dell Computer SHI Government	Dell 22" Monitor High Speed Cable	6399 6399	N/A N/A	4.70	4.70	4,502.90	
08/17/17	18002820	Warehouse	Paper	6395	08/24/17	241.50	241.50	4.256.70 √	
10/02/17	18005739	Dell Computer	Smart Printer	6399	N/A	538.99	538.99	3,717.71	
10/02/17	18005738	Office Depot	Clear Filing Labels	6399	10/05/17	10.21		3,707.50	
				_					

- 10. The Secretary of Federal & State Programs screens the Title I Funds Requisition to verify the requisition is an allowable Title I expenditure. If unsure, the Secretary of Federal & State Programs will flag the line item(s) in question with a pink Post-It Note.
- 11. The Secretary of Federal & State Programs places the Title I Funds Requisition into a folder with all other campus requisitions and places the folder on the desk of the Coordinator of Federal & State Programs.
- The Coordinator of Federal & State Programs examines the Title I Funds Requisition(s) with attention to any requests that have been flagged with pink Post-It Notes by the Secretary of Federal & State Programs to determine if the expenditure is allowable or unallowable.
- 13. Any unallowable Title I Funds Requisitions marked "unallowable" by the Coordinator of Federal & State Programs will be given to the Secretary of Federal & State Programs and returned to the campus through the intercampus mail.

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- 14. The Coordinator of Federal & State Programs signs the Title I Funds Requisition(s) of all allowable expenditures and places the requisitions into the folder and returns all approved requisitions to the Secretary of Federal & State Programs.
- 15. Any unallowable Title I Funds Requisitions marked "unallowable" by the Coordinator of Federal & State Programs will be given to the Secretary of Federal & State Programs and returned to the campus through the intercampus mail.
- 16. The Secretary of Federal & State Programs enters the approved requisition(s) into eFinance.

PLUS Series - New Requisition Information - DENTON ISD - EFINANCEPLUS 5.0         Home         Home         New         OF         OF         Add Item         First Previous Next Last Controls         Spell         Plue         Delete         OF         Actions         Controls         Date: 11/07/2012/Period: 5/13	New Requisition Information - DENTON ISD - E	FINANCEPLUS 5.0 - Windo	ws Internet Explorer provi	ded by Denton ISD Techno	logy			
Open Delete File Options       Add Item Notes Actions       Image: Speil Controls         Date: 11/07/2012Period: 5/13         Header       Line Items         General Information       General Information         Requisition *       13009136         DVISION *       Freight         Requested       11/07/2012         Image: Speil       Comments         Required       Speil         Uvendor       Alternate Order Address	360			PLUS Series - New	Requisition Informatio	n - DENTON IS	SD - EFINANCEPLUS 5	.0
Header       Line Items         General Information	Open CK Back Oktober Notes		t Spell Check	-				
Requisition *       13009136       Add Attachment?       Image: Continuous         DIVISION *       Freight       Image: Continuous         Required       11/07/2012       Comments       Image: Continuous         Vendor       Image: Continuous       Attention       Image: Continuous         Vendor Address       Attention       Image: Continuous       Image: Continuous	Header Line Items	— Date:	11/07/2012Period: 5/13	}				
DIVISION *	General Information							
Requested     11/07/2012     15     Comments       Required     15     Buyer       Vendor     Q     Alternate Order Address       Attention	Requisition * 13009136		Add Attachment?				Continuous	
Required     15     Buyer       Vendor     Q     Alternate Order Address       Vendor Address     Attention			▼ Freight					
Vendor Vendor Address Attention			Comments					
Vendor Address Attention			Buyer					
		Alternate Order Address	Attention					
Ship to *	Vendor Address		Ship To *				•	
. Select Detail Items		Select	Detail Items					
Item Description Quantity Price Total BUDGET UNIT Account Status	Item Description	Quantity	Price	Total	BUDGET UNIT	Account	Status	

- 17. Once processed by the Business Office and Purchasing, the white VENDOR COPY is mailed to the vendor unless otherwise directed by the campus to return the white VENDOR COPY to the campus.
- 18. The pink RECEIVING COPY and gold CONFIRMATION COPY are returned by the Purchasing Department to the of Federal & State Programs department via intercampus mail.
- 19. The Secretary of Federal & State Programs makes a copy of the pink RECEIVING COPY and highlights the **RECEIVING COPY** line in pink and returns the highlighted copy to the campus through the intercampus mail.
- 20. The original pink RECEIVING COPY and the original gold CONFIRMATION COPY is maintained in the office of the Secretary of Federal & State Programs.
- 21. The campus secretary keeps the highlighted pink RECEIVING COPY until items are received from the vendor.
- 22. Once received, the campus secretary verifies all items have been shipped and received. If all items are received, the campus secretary signs the highlighted copy of the RECEIVING COPY and returns it to the Secretary of Federal & State Programs through intercampus mail.
- 23. If the shipment is incomplete or if items are on backorder, the campus secretary will contact the vendor to assure the order is still in process by the vendor. If items are being sent or on backorder, the campus secretary holds the highlighted copy of the RECEIVING COPY until all items are received. Items on backorder for more than one month should be cancelled unless otherwise directed by the principal. All backordered items not received by May 1 must be cancelled by the campus secretary in coordination with the Secretary of Federal & State Programs.
  - a. All materials and equipment must be delivered before the ending date of the grant and must be ordered and delivered in time to substantially benefit the current grant period and in no case after the ending date of the grant. In most instances, goods or services delivered near the end of the grant period are viewed by TEA as not necessary to accomplish the objectives of the current grant program and TEA or an auditor may disallow the expenditures. (TEA Application Guidelines).

- 24. If closed out without receipt of all items, the campus secretary writes a note on the highlighted copy of the RECEIVING COPY directing the Secretary of Federal & State Programs to close out the order as received.
- 25. The campus secretary enters the total amount(s) from the highlighted copy of the VENDOR COPY onto the corresponding campus Title I Excel Spreadsheet(s) in the "Expenditure" column.
  - a. Note: The "Expenditure" column will override the "Encumbrance" column in the spreadsheet.
- 26. The Secretary of Federal & State Programs verifies receipt and signs the pink RECEIVING COPY and forwards it to Accounts Receivable through intercampus mail. Cancelled items must be noted on the pink RECEIVING COPY and forwarded to Accounts Receivable.
- 27. Campus Audit Trails and Title I Excel Spreadsheets are distributed monthly by the Secretary of Federal & State Programs to the campus secretary through email. Prior to distribution, the Secretary of Federal & State Programs compares the campus Expenditure Audit Trail and the district copy of the Title I Excel Spreadsheets.

#### AS OF 11/11/2012

Newton R	ayzor 2012-	13	2113-11-00-107-24	-000-6300		с	lassroom Su	pplies
Campus			Account	A	Account Description			
Date Ordered	PO # Ck Req	Vendor Company	Description	Sub Acct Code last 4 digits	Rec'd	Encumbrance	Expenditure	Balance
			Beginning Balance					13,154.00
09/06/12	13003854	Great Source	print kit and cal. Kit	6399		283.69	284.98	12,869.02
09/06/12		Office Depot	file folders	6399		10.30		12,858.72
10/05/12		BUDGET AMENDMENT	DECREASE TO 2113-11-IB-107-	24-000-6100			3,080.00	9,778.72
10/11/12		Office Depot	Classroom Supplies	6399		418.93		9,359.79
10/25/12		PEARSON LEARNING	COMPREHENSIVE PKG	6329		4,346.11		5,013.68
11/01/12		LEARNING A-Z	LICENSE RENEWAL	6329		625.65		4,388.03

PENTAMATION ENTERPRISES, INC. DATE: 11/11/2012 TIME: 08:06:12

DENTON ISD EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1 AUDIT21

CUMULATIVE BALANCE

SELECTION CRITERIA: orgn.fund='2113' and orgn.orgn3='107' ACCOUNTING PERIODS: 1/13 THRU 5/13

SORTED BY: FUND, ORGANIZATION, SUBOBJECT, FUNCTION, 1ST SUBTOTAL, ACCOUNT, PROGRAM INTENT

TOTALED ON: FUND, ORGANIZATION, SUBOBJECT, FUNCTION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION, SUBOBJECT

FUND - 2113 - TITLE I EUDGET UNIT - 2113110010724000 - RAYZOR INST ACCEL ED

ACCOUNT DATE T/C FURCHASE O REFERENCE VENDOR BUDGET EXPENDITURES ENCUMERANCES DESCRIPTION

2113-11-00-107-24-0-00-2113110010724000 - RAYZOR INST ACCEL ED

6300 HOST-SUPPLIES & MATERIALS 06/28/12 11-1 07/23/12 13-1 12/22/12 25-5 TOTAL HOST-SUPPLIES & MATERIALS	.00 .00 13,154.00 00,074.00	.00	E	BEGINNING BALANCE POSTED FROM BUDGET SYSTEM PITLE I PART A SORRECTIONS 10,074.00
6329 READING MATERIALS 06/28/12 11-1 11/06/12 17-5 13007325-01 11/06/12 17-5 13007325-02 11/07/12 17-5 13007565-01 11/07/12 17-5 13007564-01 11/09/12 17-5 13007644-01 11/09/12 17-5 13007644-03 TOTAL READING MATERIALS	.00 015814 FOLLETT LIBRARY 015814 FOLLETT LIBRARY 1012472 LEARNING A-2 1012472 LEARNING A-2 1001553 FEARSON LEARNING 1001553 FEARSON LEARNING 1001553 FEARSON LEARNING .00	.00	3,657.10 S 272.22 T 629.65 L .00 S 2,563.76 D 1,782.35 B	SEGINNING BALANCE COSTED FROM SUDGET SYSTEM SER ATTACHED LIST OF 261 COTAL CATALODING & FROCES LERANING 3-C, 7 CLASSROOM JUBSCRIFTION OKDER # 3257 NAZ KIT, K-3 COMFREHNSI LD2 K-6 COMPREHENSIVE PK NO SHIPPING CHARGES -8,905.08
6398 TECHNOLOGY SUPPLIES 06/28/12 11-1 TOTAL TECHNOLOGY SUPPLIES	.00 .00 .00	.00		BEGINNING BALANCE POSTED FROM BUDGET SYSTEM .00
G399         CENERAL SUPPLIES           06/15/12         1-1           09/13/12         17-3           100/13/12         17-3           100/13/12         17-3           100/13/12         17-3           100/13/12         17-3           100/13/12         17-3           100/16/12         17-4           100/16/12         14-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         17-4           100/16/12         16	.00 1012750 CREAT SOURCE MEE 003540 OFFICE DEFOT (AC 003548 OFFICE DEFOT (AC	.00 202.10 27:00	257.90 E 25.79 E 10.30 S 5.99 E -257.90 E 18.20 3 5.76 F 19.75 F	EGINNING BALANCE POSTED FROM SUDGET SYSTEM BOC CALEDORA MATE GK COMD SETIMATED SHIPPINO/HANDLI MEAD COLOR FILE FOLDERS STIMATED SHIPPINO/HANDLI ITS CALENNAR MATE SKILL DEI MATED SHIPPINO/HANDLI ME DI HIGHLAND PLAN TRAN AND MCKALLY M-SERIES WAL GYBERT CK RULLETIN

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

PENTAMATION ENTERPRISES, INC. DATE: 11/11/2012 FIME: 08:06:12	DENTON ISI EXPENDITURE AUDIT			PAGE AUDI	NUMBER: T21
SELECTION CRITERIA: orgn.fund='2113' and ACCOUNTING PERIODS: 1/13 THRU 5/13	orgn.orgn3='107'				
SORTED BY: FUND, ORGANIZATION, SUBOBJECT, FU	NCTION, 1ST SUBTOTAL, ACCOUNT, PR	OGRAM INTENT			
COTALED ON: FUND, ORGANIZATION, SUBOBJECT, F	UNCTION, 1ST SUBTOTAL				
AGE BREAKS ON: FUND, ORGANIZATION, SUBOBJE	cr				
UND - 2113 - TITLE I UDGET UNIT - 2113110010724000 - RAYZOR I	NST ACCEL ED				
CCOUNT DATE T/C FURCHASE O REFERENCE	VENDOR BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIV BALANCE
113-11-00-107-24-0-00-2113110010724000 -	RAYZOR INST ACCEL ED				
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OTAL READING MATERIALS	.00	.00	8,905.08		-8,905.04
398 TECHNOLOGY SUPPLIES 06/28/12 11-1 DTAL TECHNOLOGY SUPPLIES	- 00 - 00 - 00	.00	.00	BEGINNING BALA POSTED FROM BU	
399         GENERAL SUPPLIES           06/28/12         11-1           09/13/12         17-3           13003854-01           09/13/12         17-3           13003854-01           09/13/12         17-3           13003855-01	.00 .00 1012758 GREAT SOURCE WEB 1012758 GREAT SOURCE WEB 093548 OFFICE DEPOT (AC	.00	257.90	BEGINNING BALA POSTED FROM BU EDC CALENDAR M ESTIMATED SHIF SMEAD COLOR FI	DGET SYSTEM ATH GK COMP PING/HANDLI
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10/16/12 17-4 13005922-01 10/16/12 17-4 13005922-02 10/16/12 17-4 13005922-03 10/16/12 17-4 13005922-04	093548 OFFICE DEPOT (AC 093548 OFFICE DEPOT (AC 093548 OFFICE DEPOT (AC 093548 OFFICE DEPOT (AC	10000	5.76 179.75	3M 901 HIGHLAN RAND MCNALLY M KEYSPAN EASY E QUARTET CLR CR	-SERIES WAL RESENTER (B

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

- 28. Upon receipt, the campus secretary compares the campus copy of the Title I Excel Spreadsheet to the copy of the campus Expenditure Audit Trail and corrections are made accordingly.
  - a. In the example of the campus Expenditure Audit Trail above, the campus'
     "6300 HOST-SUPPLIES & MATERIALS" account opened with \$13,154.
  - A Budget Amendment reduced this account by \$3,080 as reflected on 10/05/12 on the Title I Excel Spreadsheet.
  - c. The campus placed an order on 09/06/12 with Great Source in the [anticipated] amount of \$283.69 (\$257.90 for supplies and materials and an estimated \$25.79 for shipping and handling (or 10% of the total purchase) as recorded on the BLUE Title I Funds Requisition and on the Title I Excel Spreadsheet in the "Encumbrance" column.
  - d. Examining the Expenditure Audit Trail, the supplies and materials totaled \$257.90, but the shipping and handling totaled \$27.08 for a total of \$284.98 (instead of the anticipated amount of \$283.69).
  - e. The final total from the Expenditure Audit Trail is entered into the "Expenditure" column; and the Title I Excel Spreadsheet automatically adjusts the "Balance".
- 29. The campus secretary compares the Expenditure Audit Trail to the campus copy of the Title I Excel Spreadsheet. Any discrepancies are to be discussed between the campus secretary and the Secretary of Federal & State Programs.

#### Awards for Recognition and Incentives for Participation

Minimal-cost certificates, plaques, ribbons, small trophies, or instructionally-related items to be used in the classroom (such as pens and pencils) are acceptable incentives for participation in program activities or awards for recognition.

The following items may be donated by others but may not be purchased with grant funds:

- Gifts or items that appear to be gifts
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- Door prizes, movie tickets, gift certificates, passes to amusement parks, and so on
- Food of any kind (snacks, beverages, refreshments, meals, and so on

#### Food and Beverage Costs

Expenditures on food must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program. If TEA determines that you expended grant funds on food costs that are not reasonable or necessary to meet the intent and objectives of the grant, TEA reserves the right to restrict your organization from expending any funds on food costs or to disallow expenditures on food costs.

## Food Costs for Participant Meetings/Training (1.4.2)

Unless otherwise specified by TEA, a limited amount of funds may be expended on light meals for participant meetings or training events under very limited circumstances. The use of grant funds for this purpose is specifically limited to light working lunches for participants when the working lunch is noted on an agenda, is clearly described, and is mandatory. The purpose of a working lunch should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall program.

A working lunch or light lunch described below is considered to be reasonable in cost when the cost of the lunch excluding tax does not exceed \$11 per person. Any amount over \$11 per person must be paid from other allowable funding sources. The \$11 per person does not include any mandatory service fee or set-up fee. Anything termed a gratuity or tip|| is not reimbursable by TEA.

Specifically, grant funds may be expended for the following costs provided that the grantee maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the grant.

Light Lunch during an All-Day Meeting or Training Session: Light lunch (not to exceed \$11 per person, excluding tax) for participants who are cloistered in an all-day (at least six-hour) meeting or training session. You must document that it was impractical for participants to obtain lunch on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the grant. You must maintain an agenda that clearly identifies the topics discussed during the meeting or training session and the time allocated to each topic, including the lunch period.

Working Lunch during an All-Day Meeting or Training Session (at least six hours): Light meals during a —working lunch || (not to exceed \$11 per person, excluding tax). A working lunch is defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time. You must maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in. You should also retain a representative sample of the work product, if any, that was generated as a result of the working session.

No other food costs, including food and beverages for refreshments, breaks, or snacks, are permitted.

### The following costs are allowable:

- Nutritional snacks for students during extended day (after-school) programs
- Nutritional snacks for children in child care while parents are participating in grant activities
- Food necessary to conduct nutrition education programs for parents
- Parent involvement activities in which refreshments are necessary to encourage participation or attendance by parents, such as in low-income areas, and thus meet program objectives.
- Full meals for parents or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

#### The following costs are not allowable:

- Refreshments of any kind, including beverages, breaks, and snack foods except as necessary for parent involvement activities to encourage attendance by parents
- Refreshments or meals at an awards banquet or function
- Any food costs that are not necessary to accomplish the objectives of the grant program
- Any food cost associated with an event in which a guest speaker or other individual conducts a presentation and the participants are not actively engaged in performing activities
- Breakfast
- Working lunches or light lunches that exceed \$11 per person excluding tax
- Gratuities or tips